

Call for tenders

Short Documentary Film Production

European Volunteering and Integration through Cultural Experience

GRANT AGREEMENT n° 821612 – EU-VOICE – AMIF – 2017 – AG – INTE

NB: The present call cancels and replaces the previous one, which was published on May 1, 2019

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This call is issued by the consortium of the project **EU-VOICE**, which intends to commission a contract for the provision of documentary film production services for the project itself. Both individuals and organisations are eligible under the present call.

1. Summary of the project

EU-VOICE aims to support the integration of Third Country Nationals (TCN) and to promote exchanges between TCNs and host-country nationals through a 25-days volunteering experience in the cultural sector for 320 people, mainly TCNs, in 4 EU countries with high immigration rates (IT, GR, IE, UK). The frame to such volunteering experience is provided by the European Year of Cultural Heritage as an opportunity to reinforce a sense of belonging to a common European space. The project develops a multidisciplinary approach as a result of the exchange of best practices and tools related to social inclusion of the target group tested by the partnership, as well as other EU materials on migrant volunteering in the cultural sector. The short-term beneficiaries are partner organisations' staff and volunteers (around 46.000 people), who will benefit from EU methodologies and tools to prepare TCN for a volunteering period in the cultural sector. The project activities - workshops to promote volunteering, seminars on active EU citizenship, training to prepare for volunteering and a 25-days Cultural Volunteering Experience - will involve min. 320 direct medium-term beneficiaries, of whom 70% TCN and 30% women to ensure gender mainstreaming. Thanks to a series of valorisation activities other TCNs will be empowered and local population will be more aware on intercultural issues and volunteering as long-term beneficiaries.

Objectives

- Train 320 new volunteers, mainly TCNs, to direct and accompany them in a volunteering experience in their host country, in the field of cultural heritage
- Motivate and accompany volunteering organizations in the field of cultural heritage to perform as inclusive actors towards TCNs
- Promote Cultural Heritage as a ground for intercultural experiences, reciprocal knowledge and understanding between National and TCN citizens, and inclusion of newcomers
- Spread and make replicable the project experiences and tools

The main project expected outputs are:

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D2.1 EU-VOICE Methodology for Trainers: a common European methodology worked out of the partners' experience and of the project's Training for trainers, with guidelines on how to promote and organize volunteering activities with TCNs in the cultural heritage fields;

D3.1 EU-VOICE Toolkit for Volunteers: ready-to-use and practical tool with vademecum and glossary to help TCN volunteers to carry out their experience in the cultural heritage field;

D4.1 EU-VOICE Training booklet: a collection of materials, resources, methodologies used in the various seminars/workshops/trainings that took place in partner countries. It will also contain an analysis on the results and main findings of the seminars, workshops and trainings as well as their impact on participants;

D5.1 Short Documentary Film (15 minutes) with subtitles in English, documenting the activities of the project in the 4 partner countries where they take place, including interviews with participants, project partners and staff working at the cultural institutions and organisations involved.

The deliverable D5.1 is the object of the present call for tenders.

Partnership

The project consortium involves directly 6 organisations from 5 EU member states: Italy, Greece, Ireland, United Kingdom and Austria. Five of them have a mission which deals with volunteering and community building; the sixth partner specializes in communication/dissemination strategies and activities:

P1/CESVOT-ASSOCIAZIONE CENTRO SERVIZI VOLONTARIATO TOSCANA (IT), the promoter, is the main volunteering organisation consortium in Tuscany Region: 11 offices dealing with 60.000 volunteers, with direct access to 1000 migrant women. Member of the Volunteurope network that has 60 civil society members in 25 EU countries;

P2/CO&SO -CONSORZIO PER LA COOPERAZIONE E LA SOLIDARIETA' (IT) is one of the biggest social service providers in Tuscany, its associated cooperatives active in integration issues provide services for 1400 migrants, while those providing cultural services reach 1 million clients. It is also an accredited training provider;

P3/USB- UNITED SOCIETIES OF BALKANS ASTIKI ETAIREIA (GR) is an NGO, active in youth mobility and volunteer projects fostering integration, has been involved in 1000 youth projects and prepared 5,000 youngsters with fewer opportunities for youth mobility projects;

P4/MEATH COMMUNITY RURAL AND SOCIAL DEVELOPMENT PARTNERSHIP LIMITED (IE) is a county-wide no-profit organisation. It develops community programmes and manages the Meath Volunteer Center with access to 2,700 volunteers and 450 community and volunteer organisations in the county. Meath Partnership is a member of Volunteer Centers Ireland, which has 14.000 volunteers registered;

P5/VOLUNTEERING MATTERS (UK) has been leading UK volunteering in policy and practice. It develops and delivers high impact volunteer-led solutions, engaging more than 30,000 volunteers and 90,000 beneficiaries every year. It hosts the Volunteurope network;

P6/E.N.T.E.R. GMBH (AT) with over 15 years of experience in EU Project management and a network of 950 members in 44 countries is specialist in dissemination and exploitation of EU project results.

2. Tasks of the short film Subcontractor

The Subcontractor shall plan, shoot and edit a short documentary film (duration of the final version: approx. 15 minutes) on the Cultural Volunteering Experience carried out at national level, specifically the seminars, workshops and trainings held in Italy, Greece, Republic of Ireland, United Kingdom.

The film shall include both shootings from such activities and interviews with participants, project partners and staff working at the cultural institutions and organisations involved.

As each partner organisation in the Countries where such project activities take place will have filmmakers subcontracted to film local activities, the Subcontractor under the present call shall provide guidelines to the partners' Subcontractors for shootings in the above mentioned Countries, shall coordinate their activities, collect their raw material and include them in the final edited film version, which will also have English subtitles. **To implement such a coordination work, the Subcontractor shall visit each partner organisation to monitor their subcontractors' shootings (3 coordination visits at EU level The Subcontractor shall also attend Transnational Partner Meeting nr. 2 to provide guidelines to partner organisations regarding the Documentary Film (see below, Item 3. Time Schedule).**

NB: The products of the subcontracted activities, both partial and final, will remain sole property of the costumer; intellectual products funded by the European Commission are to be released under an open licence.

The final version of the film is to last 15 minutes. The key message of the film is that volunteering, especially cultural volunteering, is a mean of social inclusion and intercultural experiences. The audience of the short film can be identified as follows:

- partner organisations' staff & volunteers
- TCN and locals directly involved in project activities
- Museums, libraries, youth centers and cultural associations hosting them for the volunteering experience
- partner organisations, TCN and cultural institutions directly involved in the project
- other TCN in the partner countries as well as in the countries where e the project will be disseminated
- associations and communities of migrants, volunteer organisations, cultural institutions at EU level to whom dissemination events all over Europe are addressed
- local population in the partner Countries and across Europe

The Documentary Film will be showed at the Final Conference and during the EU-VOICE Volunteer Caravans of dissemination events around Europe to promote volunteering among TCN on a

sustainable basis, also after the project end. The Documentary Film will be published on the web under CC license and made freely downloadable from the project website, which will make it possible to be used at more future events and training activities (multicultural education at schools, volunteer trainings, meetings, TV, etc).

3. Time schedule

The subcontractor will be selected and contracted by CESVOT-Centro Servizi Volontariato Toscana, and supervised by this organization all along the duration of the subcontract, which will last from June 2019 until December 2020.

During this time lapse, the **Subcontractor shall implement 3 visits in the whole in the countries other than Italy (i.e. Greece, United Kingdom, Republic of Ireland) where the project activities are taking place, to monitor and agree the shootings of the local film subcontractors** in charge to the local project partners. The dates of such visits are left to agreement between the Subcontractors, who are nonetheless asked **to plan and implement such visits consistently with the overall schedule** of the film production.

Project activities in Italy will take place in Northern Tuscany, which is the area where shootings will take place as far as the Italian partners are concerned. **The activities which are object of the subcontract are to be scheduled in keeping with the following milestones:**

- ✓ **July 7-10, 2019:** Subcontractor shall participate in the 2nd EU-Voice Transnational Partner Meeting in Kells (Republic of Ireland) to meet the project partner representatives, present them own proposal for the film and agree with them the cooperation procedure with the local film-making staff to be subcontracted by partners in GR, UK, IE to film their local project activities;
- ✓ **1 August 2019 - 30 June 2020:** according to the starting date of local projects activities concerning promotion, training and implementation of cultural volunteering activities, start of coordination with the local film-making staff in Ireland, UK and Greece, and start of the shooting to document ongoing activities in Italy;
- ✓ **By 1 December, 2019:** Subcontractor shall provide an overview on the ongoing Documentary Film shootings to CESVOT who will present it to the partnership during the 3rd Transnational Partner Meeting in London (United Kingdom).
- ✓ **By 1 July, 2020** Subcontractor shall provide an overview on the ongoing Documentary Film shootings to CESVOT who will present it to the partnership during the 4th Transnational Partner Meeting in Thessaloniki (Greece).
- ✓ **September 30, 2020:** Subcontractor shall deliver to CESVOT the completed film with English subtitles where required: the product will be validated by the partners, or adjustments will be required by October 31, 2020. In case of modifications required, those shall be completed by the subcontractor and final version of the short film delivered to CESVOT **by November 30, 2020;**
- ✓ **December 7, 2020:** Final version of the short film ready to be made public by the Partnership.

4. Selection criteria

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Applicants shall prove they have significant experience and sound knowledge in the following domains:

- Professional competence in documentary videomaking;
- Previous experience in videomaking on social issues and themes.

Applicants must also have excellent knowledge of the English language; be available for national or international trips according to the schedule at item 3 (see above); be able to work within specified deadlines, and respect budgetary limits.

The above criteria can be proven by the applicants' profiles and/or CVs of key staff involved in the offer.

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5. Award Criteria

The contract will be awarded to the tender offering the best value for money, which will be evaluated by taking into account the specific requirements and selection criteria of the tender. The principles of transparency and equal treatment will be respected with a view to avoiding any conflicts of interest.

6. Submission of tenders

This call for tenders is to be published on CESVOT's and partner organisations websites on 08/05/2019; it will stay open for 21 calendar days. The **deadline for the submission of bids** is on **Monday, May 29, 2019**.

Tenders must be written in English. They must be signed by the applicant (if individual tenderer) or by the tenderer's legal representative (if the applicant is an organisation). All tenders must include the following documents and information:

- Description of professional experience with relevant examples of short documentary film production work performed and links to video files which are considered representatives of own production to be visualized on the web;
- CV of the individual/s to be involved as key staff in the activities which are object of the present call;
- Financial proposal with prices quoted in euros.

Tenders must be submitted by 23:59 CET on May 29, 2019, by e-mail to both the following addresses:

formazione.territorio@cesvot.it i.belcari@consulente.cesvot.it

The mail containing the tender must bear the caption "Call for tenders EU-Voice project-Short documentary film".