



**“MYSEA - Mediterranean Youth, NEETs and women advancing Skills, Employment and Awareness in the blue and green economy”**

**Ref. No.: B\_A.3.1\_0115**

**Tender for External Services**

**Description: VIDEO PRODUCT OF VIDEOMAKING WS FOR FORUM**

**Tender No.: WP5-JUST10**

**Contracting Organization:**

Jordan University of Science and Technology



The “MYSEA - Mediterranean Youth, NEETs and women advancing Skills, Employment and Awareness in the blue and green economy” (Ref. No.: B\_A.3.1\_0115), implemented and funded within the ENI



CBC Mediterranean Sea Basin Programme, is launching a call for an External Expert (Sub-contacted Services) under the following Terms of References (ToR):

### **Details of the Contracting Authority**

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Name of the Organisation	Jordan University of Science and Technology
Postal Address	P.O. Box 3030
City - Region	Irbid
Postal Code	22110
Country	Jordan
Telephone	+96227201000
E-mail	<a href="mailto:abualrub@just.edu.jo">abualrub@just.edu.jo</a> , <a href="mailto:mysea2021@gmail.com">mysea2021@gmail.com</a>
Contact Person	Prof. Fahmi Abu Al-Rub
Official Website (URL)	<a href="http://www.just.edu.jo">www.just.edu.jo</a>

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### **Programme and Project Information**

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#### **Programme Brief Description**

The 2014-2020 ENI CBC “Mediterranean Sea Basin Programme is the largest Cross-Border Cooperation (CBC) initiative implemented by the EU under the European Neighborhood Instrument (ENI). The ENI CBC Med Programme brings together the coastal territories of 14 countries in view of fostering fair, equitable development on both sides of the Mediterranean. Through calls for proposals, ENI CBC Med finances cooperation projects for a more competitive, innovative, inclusive and sustainable Mediterranean area.

*Further information are available in the ENI CBC Med Programme official website:*  
<https://www.enicbcmmed.eu>

### **Project Brief Description**

Given demographic changes, skill mismatches, rigid regulations, gender gaps and persistence of certain socio-cultural norms, the Euro-Mediterranean region faces high unemployment rates of youth, mainly NEETs, and women are underrepresented in the labour market. The growing proliferation of sustainable and eco-responsible innovations in the agri-food and waste management sectors requires new occupational profiles. To achieve this goal, the MYSEA project aims, from one side, to identify existing and emerging skills and professional needs through oriented training, coaching and mentoring, and from the other side, to involve Technical and Vocational Education and Training (TVET) institutions and enterprises encouraging sector-skills alliances through apprenticeship, traineeship and on-the-job training. The project will result in opportunities for young women and NEETs to apply the soft and hard skills learned during the training period and offer a platform to exchange experiences and implement national employment schemes in favour of youth employment.

*Further information are available in the MYSEA project official website:*  
<https://www.enicbcmmed.eu/projects/mysea>

## **Procurement, Funding and Contract Information**

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### **Funding of the Contract**

The contract is funded within framework of the “MYSEA - Mediterranean Youth, NEETs and women advancing Skills, Employment and Awareness in the blue and green economy” (Ref. No.: B\_A.3.1\_0115), which is implemented under the ENI CBC Mediterranean Sea Basin Programme.

### **Duration of the Contract**

The maximum available duration of the contract is from the day of signature until June 30, 2023.

### **Value of the Contract**

The maximum available value of the contract is 2,000 EUR which includes up to 25% co-finance.

### **Contract Payments**

The payments of services and deliverables can take place after their partial or total completion and when the related invoice is issued. An advance payment of up to 30% of the total payment is possible, upon the Contracting Authority’s decision and/or the availability of the related funds.

## **Description of the Tender**

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### **Subject of the Tender**

The subject of this tender, depending on the nature of the contract, is the provision of services related to the implementation of training workshops, related to the training activities of the MYSEA project.

### **Eligibility of Tenderers**

The tender is open to legal entities (Private Companies, NGOs, TVET Organisations, Consulting Companies, etc.) and natural persons (External Consultants, Freelance Professionals, etc.), that are able to deliver the expected services under a “Service’s Contract”.

## **Output and Activity Description**

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### **Project Outputs Description**

MYSEA foresees 1 video per country addressed to the audience of the National Forum. The video serves to identify i) the achievements of the video-making workshop, ii) the role of the MYSEA project in improving video making skills for youth, women, and NETs, iii) disseminate the project activities. The subcontractor shall have the final version of the designs before 10 of June.

Activity title: VIDEO PRODUCT OF VIDEOMAKING WS FOR FORUM:

The contracting authority shall produce 1 video production of videomaking workshop products - Video (direction, shooting, editing, sound technician, audio/video equipment, subtitles)

### **External Experts’ Tasks and Requirements**

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#### **External Experts Tasks**

The contracting authority shall produce 1 video production of video making workshop products - Video (direction, shooting, editing, sound technician, audio/video equipment, subtitles)

#### **External Experts Profile**

Mandatory to be able to

- Work on video-making software.
- Produce a video based on the project guidelines
- Produce a high-quality video
- Able to modify the video to produce the final version based on the determined standers.

## External Expert Deliverables and Timeframe

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- Recruitment of Beneficiaries  
Timeframe: April 2023
- Implementation of Production of 1 video  
Type of Deliverable: 1 video for promoting the video making workshop activities.  
Timeframe: May 2023
- Overview of products (1 video production of video making workshop products - Video (direction, shooting, editing, sound technician, audio/video equipment, subtitles)) Timeframe: May 2023
- Delivering the material  
Type of Deliverable: 1 video production of videomaking workshop products - Video (direction, shooting, editing, sound technician, audio/video equipment, subtitles).  
Timeframe: before June 10, 2023.

*Note: Any other internal deadlines and milestones will be agreed among the Contracting Authority and the External Expert.*

## Submission of Tenders and Supporting Documents

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### Deadline for Submission of the Tenders

The deadline for submission of tenders is 26 April 2023. Any tender received after this deadline will be automatically rejected.

### Address and Means of Submission of the Tenders

The tender will be submitted in 1 (one) original. In case of e-mail submission, the tenderer may provide an electronic version. Any tenders not using the prescribed form shall be rejected by the contracting authority.

**1) If delivery by post or courier**, the tenders will be submitted in an envelope including and will contain the following information at the external part:

Name and address of the contracting authority

Contact person

Title of the tender

Reference number

Name and address of the tenderer

**2) If delivery by e-mail**, the message will clearly indicate:

Title of the tender

Reference number

Name and address of the tenderer

The tender submission form and any supporting documentation will be provided as attachment to the e-mail.

### **Supporting Documents**

The tenderers will submit their tenders using the **standard submission form available in Annex II of this tender**.

The Contracting Authority may request any additional supporting documents, that are necessary for the evaluation of the Tender and/or are required by the National Legislative Framework.

### **Provisions and Other Remarks**

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The selection procedure will be in line with the ENI CBC MED requirements and National Laws. In addition, the following will be taken under consideration:

#### **Equal Treatment & Non-discrimination**

The Contracting Authority ensures that all participants in a procurement procedure need to have equal rights and obligations. As a result, there are no discriminatory practice or technical specifications liable to hamper wide participation on equal terms by all natural or legal persons.

#### **Transparency & Fair Competition**

The procurement procedures are based on specified eligibility (for formal submission), exclusion, and award criteria. The Contracting Authority also ensures that there is adequate publication, in reasonable time, of the prior information notices, contract notices and award notices, as well as sufficient information in the invitations to tenders on the award and contract criteria and requirements. In addition, any actions that are against fair competition are prevented.

#### **Conflict of interest**

The Contracting Authority takes all measures to prevent any situation where any kind of conflict of interest may arise. These restrictions also apply to any sub-contractors and employees of the tenderer or contractor.

## Data Protection

The purpose of processing of the data submitted by the candidate tenderers is to manage the application of the candidate in view of a possible selection and award of contract by the Contracting Authority.

The Contracting Authority does not make public the names of successful candidates on reserve lists. Any supporting documents requested at any stage of the tender evaluation process are kept in confidence. The personal and sensitive information requested are processed in line with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).

## Annex I– Sources of Verification

- Timetable/Schedule of training hours
- Attendance Lists signed by trainees and trainers
- Photos of face-to-face training sessions
- Trainees Lists stating their Name, Gender, Age, Contact Details, etc.
- Trainer’s List and Details
- Assessment Reports of the training activities filled by the trainees
- Assessment Reports of the training activities filled by the trainers

## Annex II – Format of Offer to Be Provided by the Tenderer

### OFFER TO BE PROVIDED BY THE TENDERER

#### 1. TENDERER'S INFORMATION

##### Offer submitted by:

Name of legal entity or entities submitting the tender	
Address	
Legal registration number	

##### Contact person:

Name	
Telephone	
e-mail address	

#### 2. TENDERER'S STATEMENT

I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the contracting authority. The detailed description of the offered services/supplies/works is provided in the technical offer.

In addition, I confirm that our entity is fully eligible for providing services under a contract financed by the EU and it is not in any of the situations that would mean an exclusion from a tender.

Finally, I declare to have no conflict of interest with any other concerned party in the tender procedure at the moment of submitting this tender.

#### 3. TECHNICAL OFFER

No.	Title of item	Description of services offered	Proposed	Propose
			timeframe	d inputs
1				
n				

Please provide details on the offered services by using the standard tables below (choose one of the tables, except for hybrid contracts) and by adding any other relevant information and/or documentation.



#### 4. FINANCIAL OFFER

The total price for the offered services is <XX.XXX,XX><EUR or <national currency>. This price does not include VAT.

The total price for the offered services including VAT (XX%) is <XX.XXX,XX><EUR or <national currency>.

The offered price includes the execution/delivery of the items described in the technical offer, as well as all the related incidental costs, such as transport, logistics, etc., when required.

Please include a breakdown, in accordance with the items in the technical offer. For fee-based service contracts, include the number of expert days and the daily fees, as well as the breakdown of the incidental costs.

Name	
Signature	
Date	



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