

## i- CALL FOR TENDERS

<b><u>Call for Tenders No.:</u></b>	ECTL_SRC_240101
<b><u>Title:</u></b>	Experts in support of Audiovisual / Multimedia; Virtual Events and Stakeholder Management

### **General:**

Call for Tenders relating to Experts in support of (i) audiovisual and multimedia; and (ii) virtual events and stakeholder management.

### **Technical subject matter:**

EUROCONTROL requires two full-time audiovisual / multimedia; virtual event and stakeholder junior experts to assist internal staff to:

1. Manage end-to-end multimedia content for communications campaigns and events from filming, to editing, post-production, broadcasting and archiving;
2. Create content for the dedicated EUROCONTROL TV channel and act as first-line support;
3. Support management of EUROCONTROL's stakeholder outreach by supporting business areas to use the tool for their business purposes, including creating and managing groups and mailings and overseeing coherence of stakeholder listings, supporting business areas for the creation of their online mailings and outreach;
4. Support online events through creating marketing material, managing registrations, coordinating technical aspects with speakers and participants, managing events in real time;
5. Collaborate with colleagues in the communications team to coordinate stakeholder marketing outreach and ensure coherence of marketing collateral.

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### **SUPPORTING EUROPEAN AVIATION**

**Member States:** Albania, Armenia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Republic of Moldova, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Türkiye, Ukraine, United Kingdom.

**Comprehensive Agreement States:** Israel, Morocco.

**Main selection and assessment criteria:**

TECHNICAL CAPACITY CRITERIA
Presentation of a minimum of 2 CVs, for each role.
Ability for the company to source replacement consultants within one month in the case a consultant is unavailable or leaves the post.
Availability of the proposed consultants to work physically from the ECTL Brussels offices

TECHNICAL ASSESSMENT CRITERIA FOR THE “AUDIOVISUAL / MULTIMEDIA JUNIOR EXPERT”
University degree
English at C1 level
French skills
Work experience in a communications function focusing on producing audiovisual/multi media material including filming and taking pictures
Proven experience in video-making (shooting, editing, producing using video, animation and editing software)
Good experience with the Adobe suite of video software (After effects, Lightroom, Photoshop, Premier Pro)
Work experience in television, media or broadcasting
Knowledge of Salesforce for marketing and stakeholder management purposes.
Assessment of the the personal characteristics set out in the technical specifications (please check full Call for Tenders documentation).

TECHNICAL ASSESSMENT CRITERIA FOR THE “VIRTUAL EVENT AND STAKEHOLDER JUNIOR EXPERT”
University degree
English at C1 level
French skills
Work experience in a communications department with a focus on providing support to deliver virtual events.
Work experience using Salesforce for marketing and stakeholder management purposes.
Experience with a range of online meeting tools including Zoom, Teams and Webex
Experience in creating audio-visual products in support of online events
Basic experience in video making
Assessment of the the personal characteristics set out in the technical specifications.

**The economically most advantageous offer will be established in accordance with the following Award criteria:**

For the Technical tender, a weighting of 60% is applied, for the Financial tender, a weighting of 40%.

**Tender closing date:**

31 October 2024 at 15:00 CEST

**Point of Contact:**

Please see the “Important Notice” below and if you have any other related questions, please contact:

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DCF/AFS/PROC  
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**If this Call for Tenders should interest you, please read the important information below:**

**IMPORTANT NOTICE**

The full i-Call for Tenders documentation is in electronic format (.pdf).

If you wish to obtain the i-Call for Tenders documentation, please read and follow carefully the instructions below:

1. If you are already registered in the EUROCONTROL Supplier Portal, you can search for this Call for Tenders, and its relevant documentation, in the “*View Active Negotiations*” section of the Supplier Portal.
2. If you are not yet registered as a EUROCONTROL supplier, please follow the process described on the following link: <https://www.eurocontrol.int/portal/new-supplier-portal>.
3. EUROCONTROL accepts no responsibility whatsoever for the completeness, accuracy and/or timeliness of the transmission of the electronic documents (nor for the electronic documents themselves).
4. Submission of tenders shall be made electronically and shall be exclusively made in strict accordance with the instructions given in the tendering documentation.
5. You may:
  - a) print out the documents;
  - b) forward the documents further on a strictly need to know basis (always fully acknowledging the source, i.e. EUROCONTROL), and
  - c) use printouts of the electronic i-Call for Tenders documents for the submission of tenders (especially the Price Offer Form ref: I-TSF-E).
6. You may not:
  - a) modify, edit and/or change the electronic documents other than to submit the required info and to sign/stamp where required;

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- b) transmit such documents to any third person who has no need to know them;
- c) post such documents on any private or public website;
- d) alter the originating source (EUROCONTROL) and or copyright signs etc., and
- e) transmit the documents without indication of the source.

An environmental notice:

With a view to reduce the exponential growth of paper consumption, we would invite you only to print out electronic documents received and/or request paper copies of the price enquiry documentation if you are actually considering to submit a tender.