

For the needs of the project ***School curriculum and teaching controversial issues – developing effective practices for teaching and learning approaches*** jointly funded by the Council of Europe and the European Union, based on the Grant Agreement between Council of Europe and the Institute for Human Rights Skopje archived under no. 0307-17/1 (hereinafter: Grant Agreement), the project team issues the following:

## **CALL FOR SUBMISSION OF OFFERS 02/2021**

**for the engagement of**

### **A PROVIDER OF SERVICES FOR PRODUCTION, DESIGN AND VISUALIZATION**

The Institute for Human Rights (IHR), within the project “School curriculum and teaching controversial issues – developing effective practices for teaching and learning approaches”, jointly funded by the Council of Europe and the European Union within the program Democratic and Inclusive School Culture in Operation (DISCO), asserted the need for the engagement of services for the production of 2 (two) videos which will serve as a tool to inform the public and increase the awareness of the importance of controversial issues in the school curriculum, design of 3 (three) infographics, 3 (three) gifs, and 3 (three) visual guides to help the understanding of the topic.

#### 1. Description of the service:

##### **Creation of videos:**

Two videos for inform the public and increase the awareness of the importance of controversial issues in the school curriculum. The service for the creation of each video will include:

- Production of video material of about 1 to maximum 3 minutes;
- Postproduction of the video material;
- Audio;
- Additional necessary services for greater success of the video products.

##### **Design of infographics:**

Three infographics/visualization to help the understanding of the topic. The supplier will receive a text of maximum two pages from which he will need to create infographics/visualizations.

##### **Design of visual guides:**

Three visual guides to help the understanding of the topic. The supplier will receive a text of maximum three pages from which he will need to create visual guides.



**Design of GIFs:**

Three gifs that will bring the topic closer to elementary and high school students, as a tool that can be used on social media.

2. Implementation phases (preliminary timeframe)

The timeframe for the delivery of the services is from the moment of the signing of the contract until November 2021.

Creation of the video – 30 days after IHR has delivered the material

Design of infographics – 5 days after IHR has delivered the material

Design of visual guides - 5 days after IHR has delivered the material

Design of GIFs - 5 days after IHR has delivered the material

The Institute for Human Rights reserves the right to determine the timeframe for the delivery of the bespoke services from the supplier.

3. The Institute for Human Rights shall conclude a contract with the selected supplier for the realization of the activities and the results stated in this call.
4. For this purpose, we encourage you to submit an offer for the above invitation.

The offer should include the following elements:

- **List of references from previous similar arrangements (previous visualizations, links to webpages of previous designs and videos);**
- **Financial offer (in complies with the format below).**

The financial part of the offer should be in the following format:

Item no.	Description of product / service	Quantity	Unit price including VAT (in MKD)	Total price including VAT (in MKD)
1)	Creation of videos	2		
2)	Design of infographics	3		
3)	Design of visual guides	3		
4)	Design of GIFs	3		
<b>TOTAL</b>		<b>11</b>		

5. The choice will be made by evaluating the qualitative and financial offers of the experts. The evaluation and selection of the offers will be performed based on the following scoring scale and criteria:

Qualitative evaluation	Maximum possible score
References	30
Quality of previously produced materials	30
<b>Total points</b>	<b>60</b>
Financial evaluation	Maximum possible score
<b>Total points</b>	<b>40</b>
Final evaluation	
Total points for the Qualitative evaluation	60
Total points for the Financial Evaluation	40
<b>Total points</b>	<b>100</b>

7. Terms and method of payment

Payment: based on a contract, after the service has been provided/product has been created and an invoice has been delivered.

8. The procurement is indivisible.

9. Manner of submitting the offers

The offers should be in English, they should be sent to the following email: [ihr@ihr.org.mk](mailto:ihr@ihr.org.mk) and should be addressed to the Financial Manager, Jelena Kadric, with the subject "Offer for services for production, design and visualization - DISCO".

**Deadline for the submission of the offers is 22.07.2021.**

Offers that will arrive after the deadline, as well as those that are not made according to the terms of the call, will not be taken into consideration. Each supplier can participate with only one offer.

All additional clarifications can be obtained through the e-mail address [ihr@ihr.org.mk](mailto:ihr@ihr.org.mk) no later than 20.07.2021.

Validity of the offer: at least 30 days. In the event that the offeror is selected, they are obliged to keep the offered prices for the duration of the respective procurement.