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European Transport Workers' Federation
Fédération Européenne des Travailleurs des Transports
Europäische Transportarbeiter-Föderation
Federación Europea de los Trabajadores del Transporte

TENDER SPECIFICATIONS FOR THE EU CO-FUNDED PROJECT

**DISSEMINATING TRAINING MATERIALS FOR A
HARASSMENT AND BULLYING-FREE WORKPLACE IN SHIPPING**

GRANT AGREEMENT: VS/2012/0406

1. Background

This project is conceived as a follow-up to a first joint ETF/ECSA project carried out in 2004 with a view to tackle the issue of harassment and bullying in the shipping sector. The goal of the initial project was to develop a training package (ETF/ECSA Guidelines; training video and associated booklet) for use by shipping companies with the aim of training their personnel in how to deal with harassment and bullying at sea.

This initial project was effective in defining the phenomenon of bullying and harassment and managed to provide clear guidelines on how to identify and tackle this phenomenon. However, evidence showed that- that there is still a long way to go towards achieving the original goal, i.e. the eradication of these unwanted behaviours, and therefore the European social partners felt that the initial project should have to be updated to address some shortcomings specifically with regard to dissemination. In the framework of the new project on Disseminating training materials for a Harassment and Bullying-free Workplace in Shipping, the European Social Partners have agreed to appoint an external expert to ensure the production and dissemination of the material to be developed in the training package, and more specifically the production of a training video which would be made available online.

During the course of the project, the project Steering Group decided that the inclusion of subtitles in the training video would certainly help achieve the objectives of the project, i.e. to make the training material, and in particular the video, accessible to the greatest possible number of seafarers across Europe.

2. Purpose of the contract

The project Steering Group have agreed to appoint an external provider of services to ensure the production of subtitles to be inserted in the training video developed in the framework of the project.

The reason for this is that the ETF and ECSA Secretariats simply do not have the sufficient technical expertise and means to produce these subtitles.



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The contract will be awarded to the tender offering best value for money, that is to say, to the tender offering the best price-quality ratio, care being taken to avoid any conflict of interest. Any special rules in this connection contained in the call for proposals or any other document governing the grants concerned must be complied with.

3. Tasks to be performed by the contractor

3.1 Description of the tasks

The external service provider will have to carry out the production of subtitles for the online training video. In that context, it will be entrusted with the following tasks:

- Review and modify raw translation for screen purposes;
- Production of the subtitles in 11 languages:
 - English ;
 - French ;
 - Polish ;
 - Spanish ;
 - Italian ;
 - Portuguese ;
 - Turkish ;
 - German ;
 - Croatian ;
 - Estonian ;
 - Romanian.
- Insertion of the subtitles in the training video;
- Produce an off-line viewing copy with burnt-in time code;
- Submit for review by original translator;
- Make any changes requested;
- Submit for sign-off by original translator;
- Production of the following deliverables:
 - HD master in 1080p at 25fps in ProRes HQ
 - SD master in Quicktime
 - DVD master in PAL format
 - Streaming version in Quicktime or wmv

3.2 Guidance and indications on tasks execution and methodology

The external provider of service will work in close collaboration with the Steering Group of the project established to coordinate and monitor the implementation of the project and made of representatives from the European Social Partners. It will get its guidance from this Steering Group and the ETF Secretariat who is acting as the coordinator of the project.

4. Expertise required

Candidates should meet the following criteria:

- Established company with checkable references;
- Expertise and substantial experience in producing subtitles for video;
- Ability to produce subtitles in 1080p 25fps HD;
- Ability to produce off-line viewing copies with burnt-in time code;



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- Ability to work in English;
- Respect of budgetary constraints.

5. Time schedule

The subtitling of the video should be ready by the end of the year 2013, when the project will be finalized.

6. Payments and standard contract

The maximum budget available is € 25 630. The contractor will receive an advance and final payment.

7. Selection procedure

7.1 Award criteria

The contract will be awarded to the bid most likely to meet in the most efficient and effective way the objectives of the contract and the criteria as mentioned above. The candidate offering the best value for money and price-quality ratio will be selected, taking care of avoiding any conflict of interest.

7.2 Content and presentation of the bids

The bids must indicate how the candidate would perform the tasks listed above in order to meet the objectives of the contract. They will present a draft working plan and indicate the total price of their services. The CV of candidates should also be attached to the bids.

The bids must be sent within 30 days from the date of publication of this call for tender, i.e. by latest on Wednesday 28 November 2013.

Bids must be delivered by hand or submitted by either registered mail or e-mail to:

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