

SERVICE ADVERT FOR CONSULTANT IN THE FRAMEWORK OF IMPEL PROJECT ON “POULTRY & PIGS”

INVITATION TO TENDER

The **European Union Network for the Implementation and Enforcement of Environmental Law (IMPEL)** is an international non-profit association of environmental authorities of the European Union Member States, acceding and candidate countries of the EU, EEA and EFTA countries. The association is registered in Belgium and its legal seat is in Brussels. Currently, IMPEL has 58 members from 37 countries and its working language is English.

The Network's **objective** is to create the necessary impetus in the European Community to make progress on ensuring a more effective application of environmental legislation. It promotes the exchange of information and experience and the development of environmental legislation. IMPEL has developed into a widely known organisation in the environment field and is mentioned in several EU legislative and policy documents.

In order to achieve its objectives, IMPEL funds specific projects. For 2021-2024 the network funds the project “[Supporting IED Implementation](#)”

In this project there is the **Working Group (WG) 10 on Poultry and Pigs**, which aims to **implement environmental controls on intensive livestock farms**.

Within the sub-project there is the need and opportunity to **elaborate a short video for dissemination purposes of outputs of WG10**.

The project budget includes consultancy cost for the above-mentioned required service up to **3000€** (VAT included).

Consequently IMPEL, for the needs of the “**VIDEO ON IMPEL WG10 ON INTENSIVE FARMS**” project, is looking for a **service provider** to work from **15/9/2023**, to **10/10/2023**, so as to fulfil the above-mentioned needs (see the following section for further details on the deliverables & key services).

Service specification

The Service required includes the following key services & deliverables:

1. Purpose: Production of a short video (+/- 5m) for dissemination purposes of outputs of WG10 aiming to implement environmental controls on intensive livestock farms.
2. *Length of Video*: 3-5 minutes
3. *Budget*: 3000€ (VAT included)
4. *Deadline*: 10/10/2023
5. *Language*: *English, with menu of subtitles in EU languages.*
6. Target audience:
 - a. Environmental and livestock administration officers and
 - b. Public dissemination of the European regulatory approach to environmental problems arising from intensive livestock farming.
7. Desirable characteristics:
 - a. Friendly and attractive.
 - b. Understandable terms and colloquial language.
 - c. Support rational arguments with non-verbal (images, music, motion..) emotional reinforcement.

Essential Requirements & Skills

1. *Experienced in video production*
2. *Experienced user of main software tools (Outlook, Word, Excel, PowerPoint, etc.)*

Technical specifications required

1. *Written and spoken knowledge of additional EU official language(s) is an advantage*
2. *Training and technical assistance for the people who are going to prepare the parts of the record themselves so the records fit the main video quality and concept.*
3. *Ability to adapt the video to all platforms that IMPEL uses for publication and communication like social media, IMPEL's website, Vimeo etc.*
4. *Technical and sound enhancement of the videos provided by the team and their integration and editing in the final video*
5. *Royalty-free visual resources, indicating source, of themes related to the project*
6. *Music and images free of stock with credit for commercial use*
7. *Awareness of copyright laws, licensing, and other legal considerations in video production*
8. *Subtitles in 5 languages (translation not included)*
9. *Dynamic graphics to enhance the video and reinforce the discourse*
10. *Provide studio voiceover and advanced editing techniques for the video records provided by IMPEL to ensure visual and auditory consistency within the main video*

Conditions

A service contract, of € 3.000, will be awarded to the service provider for the service from 15/9/2023 to 10/10/2023.

The services should be provided remotely from the provider's own place of work, liaising with the project leaders, the project team and all the project participants, as well as other project service providers.

The service provider is solely and exclusively responsible for all social security and tax obligations, including V.A.T. liabilities, at his place of work, related to the fees and any other compensation paid under this service contract and for the social security and tax obligations relating to its employees and representatives. IMPEL will provide the necessary information and proof on European VAT liabilities eventually covered at its legal seat.

The estimated time for this service is **from 15 September to 10 October 2023** but payment will be made for adequate services described for this contract term with the fixed mentioned price.

The service provider will be bound by IMPEL's confidentiality and conflict of interest agreement which should be signed along with the acceptance of the contract.

The Consultant will disclose and provide to IMPEL all intellectual property made, conceived, or created by it at any time during the performance of the agreement (whether alone or jointly with others), including recordings of events for internal dissemination and will not limit number of participants attending in any event organised under this tender.

All communication will take place in English. Changes will be communicated beforehand with the IMPEL project leaders and implemented only after written approval.

The service provider will report to the IMPEL Project Leaders.

The service provider, upon request of the Expert Team & Project Leaders, will take part to IMPEL meetings and workshops regarding this project. In this case, travelling expenses such as hotel, necessary meals and flight are paid by IMPEL. Reimbursement of costs will be in line with IMPEL rules and procedures.

Earlier termination of the service contract may be initiated by IMPEL if:

1. the financial contributions foreseen for the project are not paid to IMPEL or
2. the quality and quantity of services rendered is not sufficient.

Adequate warning and consultation will be provided prior to the contract being terminated.

Application

The service providers should apply for this service, with a service proposal that includes their **curriculum Vitae** and a **short letter of motivation** (maximum two pages) explaining their experience and suitability for the service, within **21 days** from the publication of the invitation to tender on IMPEL website (17 August 2023) submitted to:

- Marinus.jordaan@impel.eu;
- manuel.salgado.blanco@xunta.gal ;
- p.verreijt@omwb.nl ;
- info@impel.eu

Shortlisted service providers will be informed by 8/9/2023.

Teleconference (Skype/TEAMS) interviews with those shortlisted will be conducted in the following days: **week starting the 11th of September 2023**.

For more information on the tendered service, please contact Manuel Salgado at manuel.salgado.blanco@xunta.gal

17 August 2023