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ETUCE – European Trade Union Committee for Education
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ETUCE Call for tender to

Subcontract external expertise to carry out Massive Open Online Course (MOOC) for education trade unions for the EU Project 101101573 – ETU4REF

Brussels, 2 September 2024
EE/10397

1. Background and objective of the project

The expert work to be carried out is part of the project "*In and Through Education: Education Trade Unions support the inclusion of refugees and migrants*" (hereinafter "ETU4REF"). The project is a two-year initiative (01/11/2023 - 30/10/2023) funded by the European Commission under the Call SOCPL-2022-INFO-WK-01 - Information and training measures for worker's organisations.

The European Trade Union Committee for Education (ETUCE) represents 127 Education Trade Unions and 11 million teachers in 51 countries of Europe. ETUCE is a Social Partner in education at the EU level and a European Trade Union Federation within ETUC, the European Trade Union Confederation. ETUCE is the European Region of Education International, the global federation of education trade unions.

ETUCE is a sectoral social partner and the representative voice of education trade unions in Europe. Its main objectives are to support teachers to strive for appropriate working conditions, e.g., safe and healthy workplace, adequate working time and workload, social protection, and gender equality, to represent the interest of teachers vis-à-vis the EU Institutions, to promote high-quality education for all in Europe and to inform the national education unions and respective affiliates about the development in the EU policies in education and employment.

The education sector and education trade unions play a key role in supporting refugees and migrants and their inclusion in the education system and the labour market (both students and education personnel), as well as providing the support and protecting the rights and working conditions of the education personnel in the hosting countries who face numerous challenges in that regard. Social partners in education have also an important task to ensure that the future generations learn about democratic citizenship, tolerance and inclusion, and are able to practice these values every day. In particular, implementation of inclusive education requires teachers, trainers, academics, school leaders, and other education personnel to acquire relevant and up-to-date competences, skills and knowledge that allow them to respond to diversity in the classrooms and promote mutual respect, cross-cultural understanding and intercultural dialogue.

Therefore, building on the findings of the previous ETUCE projects, this project aims to further build the capacity of the education trade unions on providing specific support to their affiliates regarding the inclusion of refugees and migrants in the education system, especially regarding the support-based inclusion, the usage of the first language, cooperation with family and local community, and other issues highlighted in the research outcomes of the project. The project also seeks to address the specificities of the refugees from Ukraine, including the temporality of their status as the vast majority of them is planning to return as soon as the war finishes.

Furthermore, by addressing the challenges of inclusion of refugees and migrants in the education systems, education trade unions contribute to making the teaching profession more attractive following the joint ETUCE-EFEE social dialogue aim of setting up a framework agreement on the attractiveness of the teaching profession, including for refugees and migrants, and accommodate the needs of education personnel from various backgrounds (including young teachers who feel unprepared and unsupported to teach refugee students) and aim to represent the voice of all teachers and other education personnel in the European region.

2. Legal basis

The contractual agreement is based upon and regulated by the European Commission's rules, provisions and requirements as set out in the project grant agreement n. 101101573 ("ETU4REF" project) and the applicable Belgian law.

3. Purpose of the contract

ETUCE requires the Contractor, providing an external and objective scientific perspective and expertise on the issue presented above, to prepare, develop and implement a "MOOC" - a Massive Open Online Course in English, French and Russian. The MOOC will be an e-learning course targeted to education trade unions on addressing the inclusion of refugees and migrants in and through education, including the specific focus on refugees from Ukraine.

The ETU4REF MOOC will be built on the reports and outcomes delivered throughout the project, and especially on the outcomes of the discussions taking place during the roundtables in Lisbon and Dublin, under the teaching advice and support provided by the contractor. The contractor contributes to the successful development of the project as a whole by actively participating in various project meetings. The project Advisory Group (AG) is the body entitled to guide the project/MOOC implementation as concerns its preparation, organisation and technical sides.

The Contractor is expected to provide a suitable delivery platform for the MOOC which would enable the viewing of all MOOC materials including videos and enable interaction between the course participants. The Contractor needs to indicate which platform or software they intend to use and why it is suitable for this MOOC.

4. Structure and thematic organisation foreseen for the MOOC

The MOOC is expected to consist of 4 thematic modules equivalent to 6 weeks of 3-4 hours of working-time for study/assignments per week:

1. Module focusing on education personnel's working conditions and professional needs regarding the inclusion of refugees and migrants in education;
2. Module focusing on education trade unions' renewal and refugee and migrant workers in the education sector;

3. Module focusing on democratic citizenship and intersectionality regarding the inclusion of refugees and migrants;
4. Module focusing on the specific needs of refugees and migrants, e.g. psychological trauma.

The online learning materials, i.e. MOOC content will be produced in English, French and Russian and is foreseen to include:

- Classical online readings combined with best practices identified throughout the project and ‘real-life’ situational judgment explanations in English, French and Russian;
- Interactive quizzes with colourful and stimulating features;
- Short videos of short-duration in English, French and Russian (live lectures of trade union activists/representatives/researchers/etc. and/or animated/musical videos);
- A discussion forum gathering views and questions of all the participating users;
- A chatroom where the expert (trainer) will dedicate to respond directly to questions and consultations from the participants and also clarify comments and questions in the forum;
- At the finalisation of the MOOC, a full examination with 30-40 questions is envisaged for evaluation purposes.

At the finalisation of the MOOC, a free and informal online training certificate will be available. The online course has no limitations on the number of participants and after the end of the project, all functions and materials of the MOOC (except for live discussions) should be made publicly available.

5. Essential deliverables requested (to be provided by the Contractor)

- Provide a suitable delivery platform for the MOOC. The platform must enable the viewing of all MOOC teaching materials including videos and enable interaction between the course participants. The contractor needs to indicate which platform or software they intend to use and why it is suitable for this MOOC.
- Produce at least 10 short videos with a total running time of 5-7 minutes each in English and/or French (subtitles in English, French and Russian should be added to each video while the translation will be covered by ETUCE). The videos must be lectures or interviews with researchers/trade union activists and representatives/etc. related to the MOOC programme. A number of other supporting videos like interactive explanations or animated/musical videos could cover the methodology.
- Provide the technological equipment and competence (incl. software) for high quality video production and editing.
- Create a final assignment/examination, including an assessment method, as the basis for issuing the certificate of completion.
- Provide supporting materials for each module, for instance online articles and links to relevant webpages. It is the responsibility of the contractor to secure all necessary copyrights.
- Provide a shared discussion area on the delivery platform for communication between the course participants (e.g. chat-room and forum).
- All materials produced for the MOOC including videos must be provided in a format that allows for easy adoption to a diverse range of delivery platforms (i.e. blackboard, Moodle, etc.).

- The copyright for all MOOC materials will be under a creative commons license and it is the contractor’s responsibility to ensure that they on all copyrights.
- Produce a marketing and communication strategy to advertise the MOOC using social media
- To attend the 4th and 5th Advisory group meetings with the purpose to obtain inputs and guidance from the AG members.
- To attend the closing conference with the purpose to present and showcase the MOOC to the audience.

The sustainability of the MOOC should be ensured beyond the project life (as of November 2025), the teaching material will remain open and freely accessible online and all the interactive content, readings and tests will be available as an e-learning course. The discussion forum should also remain open for new online debates and questions among participants/users.

6. Timescale (tentative, subject to changes)

Milestones for contractor	Provisional dates
Start-up (AG) meeting	26 September 2024
Draft MOOC outline and draft programme	November 2024
Detailed course outline with the speakers, content, didactics, budget and time plan for MOOC agreed	December 2024
Half of the modules, assignments and other materials to be developed are finalised	January 2025
Half of the electronic e-teaching material uploaded on to platform	February 2025
Marketing and dissemination of the MOOC, registration, gathering participants	March 2025
Videos uploaded to MOOC online platform	March 2025
Internal trial with full modules and videos and other possible online material	End-March 2025
MOOC full launch	7 April 2025
Submission of learning materials and assignments (i.e. homework), as appropriate	April-May 2025

Moderation of chat-room and online forum	April-May 2025
Final test and evaluation: Certificate	May 2025
Sustainability: Online materials and features remain open and available	As of June 2025

7. Payments and standard contract

The contract signed between ETUCE and the Subcontractor is subject to the Grant Agreement signed between ETUCE and the European Commission for this project initiative. Payment of the fees defined in the contract will be made in two instalments dependent on the expert carrying out the relevant stages of work as listed above:

1. A first instalment amounting to 50%, issued after the contract signature and the submission of a duly filled-in invoice.

2. A second instalment for the remaining payment, issued after completion, delivery, and approval by ETUCE of the final outcomes upon submission of a duly filled-in invoice

The total amount that the expert will receive in compensation for the abovementioned tasks during the project lifetime will be a **maximum € 50,000.00 (VAT and all taxes included)**.

The Subcontractor is reimbursed, on receipt of full documentation according to European Commission requirements the travel – economy flight and train tickets - and accommodation expenses – and transfer to and from airport (by public transportation, taxis not reimbursed) for the participation of 1 person in the preparatory meetings (if organised in person), advisory group meetings, roundtables and the final project conference as MOOC expert. These tasks are those previously set up in the Description of the Action only subject to the changes that may be decided by the Advisory Group.

However, any additional expenses necessary for implementing the MOOC and if necessary, any extra travelling people must be included in the budget proposed by the subcontractor in the bid.

Processing personal data: The contracting party accepts that the subcontractor is free to use the data collected and the reports written in this project as part of their own academic reports and articles, as long as they include the relevant reference to the project.

However, in order to respect the modernized Convention 108 (the regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000) and EU General Data Protection Regulation (GDPR) on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data:

- The subcontractor must process personal data under the agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements);
- The subcontractor may grant its personnel access only to data that is strictly necessary for implementing, managing and monitoring the agreement;
- The subcontractor must adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned.

8. Award and selection criteria

The contract will be awarded to the tenderer whose offer ensures the best value for money and no conflict of interest, considering the following selection criteria:

- Evidence of a track record of online trainings and MOOCs in the field of social dialogue and/or inclusive education and in particular inclusion of refugees and migrants – 30%;
- Language capacity for the production and running of the MOOC: EN, FR and RU – 20%;
- Ability to meet budget allowance – 20%;
- Management experience in a project team, preferably, for EU-funded projects – 10%;
- Ability to meet deadlines – 10%;
- Availability to attend meetings – 10%.

9. Content and presentation of the bids

9.1 Content of the bids

The bids should contain a detailed explanation of the qualifications and the expertise of the potential contractor, e.g. information on references from the contractor on similar projects already handled, to demonstrate his/her experience and capability to succeed in performing the tasks as set out in item 3 of this tender.

The bids should include a detailed description of the methodology and tools applied to implement the MOOC as well as a project plan with detailed time and cost planning (in EURO). The external expert is requested to send a budget listing the costs by task including a fair estimation of the number of working days and the number of people participating in the tasks and those extra travelling if necessary.

The tender bid must be drawn up in accordance with all the tender requirements set out in this call for tender. They must be accurate and concise and clearly show that the tenderer meets the requirements and is able to provide the services on the terms stipulated.

9.2 Presentation of the bids

Replies must be presented electronically via email **by 16 September 2024 (midnight, CET)** at the latest to:

ETUCE

Subject: External MOOC expertise EU Project 101101573 – ETU4REF

E-Mail: secretariat@csee-etu.org

10. Selection of the bids

The evaluation and selection of the bids will be made by the ETUCE Secretariat in consultation with the project Advisory Group in accordance with the requirements set out in this call.