

OBJECT

Terms of Reference for the layout of the “Sustainable Tourism Community’s Catalogue of Outputs” in Spanish, Catalan, French and Italian, based on layout of the original version in English, already finalised by the Interreg MED Project “Sustainable Tourism”, MED 6193, CUP J75J19000310001.

About the project:

The Sustainable Tourism is a so-called Horizontal Project co-funded by ERDF – European Regional Development Fund in the framework of the Interreg MED Programme, and its mission is to communicate, transfer and capitalise on the results of a community of 22 territorial cooperation projects, the so-called Modular Projects.

UNIMED – Mediterranean Universities Union (an Italy-based association of 133 Universities from both shores of the Mediterranean Sea) is in charge of the Communication work package and this capacity is setting the communication strategy, producing all the communication materials and it is responsible for subcontracting specific services to external experts and agencies.

Request:

In accordance with its mission, the Sustainable Tourism has recently released the “Sustainable Tourism Community’s Catalogue of Outputs” in English and in graphic layout (available [here](#)). The catalogue comprises 35 one-page descriptions of 12 Interreg MED Modular Projects outputs, and it shows upon which policy targets our Community is most working on. Every projects’ output is described according a fixed template with texts, images and a diagram throughout the catalogue. The written contents of the catalogue have been translated into Spanish, Catalan, French and Italian.

The Sustainable Tourism project wishes now to publish the catalogue in Spanish, Catalan, French and Italian and for this UNIMED is calling for an external expert or agency to put the translated version in the same layout of the English version of the “Sustainable Tourism Community’s Catalogue of Outputs”.

UNIMED will provide the expert/agency with:

- the template of the catalogue in InDesign format
- all the images in high resolution already embedded in the template
- the diagrams about the policy targets and project outputs in Adobe Illustrator format, with English labels to be translated (text provided by UNIMED)
- all the texts in Spanish, Catalan, French and Italian

The economic offer for this service cannot exceed 4 000 €



Expected deliverables

“Sustainable Tourism Community’s Catalogue of Outputs” should be provided to UNIMED in Spanish, Catalan, French and Italian in the same layout of the English version in the following formats:

- Adobe InDesign package
- PDF in interactive and high-resolution format (300 ppi)
- All the catalogue in one file
- Every Sustainable Tourism Community’s project output in a single interactive pdf file, i.e. one project output > one pdf file

Related documents

- Sample of the catalogue < <https://sustainable-tourism.interreg-med.eu/catalogue-of-projects-outputs-and-policy-targets/> >
- UNIMED’s procurement procedures < <https://www.uni-med.net/documenti/> >

Deadlines:

18th February 2021 // submission of the best offer to uni-med@pec.it

25th February 2021 // selection and attribution of the contract

15th March 2021 // delivering of the Spanish and Catalan versions of the Catalogue

29th March 2021 // delivering of the French and Italian versions of the Catalogue

Payment:

The payment will be made upon delivery of all the versions of the Catalogue.

How to send your offer:

Please send your best offer **by 18th February 2021** to: uni-med@pec.it

Please attach to you offer the following documents:

_ Copy of ID card or Passport (*in case of business company, please attach the ID card/Passport of the legal representative*)

_ A portfolio of previous works

_ Your best economic offer, maximum offer 4 000 €



About UNIMED

UNIMED, the Mediterranean Universities Union, founded in October 1991 by Prof. Franco Rizzi, is an association of Universities from the countries of the Mediterranean basin.

It counts 133 Universities coming from 23 countries of both shores of Mediterranean (data updated to December 2020).

UNIMED acts in different scientific fields and its aim is to develop research and education in the Euro-Mediterranean area in order to contribute to scientific, cultural, social and economic cooperation.

The image that better represents our association is that of a *University Without Walls*.

UNIMED carries out the following activities in favour of the associated Universities:

- Promoting the **international dimension of universities**;
- **Planning and fund-raising activities**;
- **Promoting mobility in the Euro-Mediterranean region**, for students, researchers and academic staff;
- Technical assistance for the enhancement of **quality assurance** in university education;
- Creating **thematic SubNetworks** to foster the scientific cooperation within specific fields;
- Organising meetings, discussions, seminars and round tables both at a national and international level;
- Training academic and administrative staff of Universities, particularly for the staff of **International Relations Offices**.

Through the many initiatives carried out over the two decades, UNIMED has promoted the collaboration between universities of the Mediterranean, becoming a point of reference of the international university cooperation.

Contact details

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