



Terms of Reference for the selection of a graphic facilitator for three one-hour conferences organised by the Interreg MED Programme at the COP 27

By UNIMED – Mediterranean Universities Union

Interreg MED Project “Sustainable Tourism”, MED 6193, CUP J75J19000310001

Abstract

UNIMED – Mediterranean Universities Union is looking for a graphic facilitator for the promotion and the graphic harvesting of three one-hour-conferences organised by the Interreg MED Programme at the COP27, the UN Climate Change Conference 2022 that will take place in Sharm el-Sheikh, 6-18 November 2022, in hybrid format.

For this occasion, UNIMED would like to hire a graphic facilitator for the live **graphic harvesting** during the conferences. The appointed graphic facilitator will attend online the three one-hour conferences and draw live the key concepts of the interventions. For the moment it is not possible to know exactly the date and time of the agenda, but we know that the conferences will be between the 6 and 18 November 2022, and not during the weekend. It is most likely that by the beginning of September the agenda will be fixed.

The contract is carried out in the framework of the Sustainable Tourism project, an Interreg MED Initiative launched in November 2016 that will be operative until December 2022, whose main mission is to promote sustainable tourism solutions in the Mediterranean coastal areas.

Offers should be sent to uni-med@pec.it by 05/09/2022 at 06:00pm (see below for details). The total value of the contract shall not exceed 5.000 €.



1/ The Interreg MED Programme participation in the COP27 and UNIMED's role

The Interreg MED Programme is one of the sponsors of the “Mediterranean Pavilion” at the COP27 that will take place in Sharm el-Sheikh (Egypt) in November 6-18, 2022, in the Blue Area, and UNIMED is providing technical assistance and support to the Joint Secretariat in this initiative. The “Mediterranean Pavilion” is an Initiative of the UfM – Union for the Mediterranean, UNEP MAP and Prima Foundation gathering 15 Mediterranean stakeholders to bring the attention of the negotiator toward the Mediterranean and to highlight the specificities of this region and the value, replicability and scalability of the projects implemented in this area.

In this framework, UNIMED is providing the Interreg MED Programme the Interreg MED Joint Secretariat with the following services:

- 1/ Technical assistance in realizing the sponsorship of the “Mediterranean Pavilion”, an initiative co-organised by the UfM – Union for the Mediterranean, UNEP MAP and PRIMA Foundation.
- 2/ Support in coordinating and harmonizing the participation of the Interreg MED Communities with the partners of the “Mediterranean Pavilion”.
- 3/ Co-design and implementation of the communication action plan with the Joint Secretariat to promote the participation of the Communities in the summit
- 4/ Production of the communication materials to promote the participation of the Interreg MED Communities in the COP27's Mediterranean Pavilion.

UNIMED is providing this support to the Joint Secretariat of the Interreg MED Programme via its participation to the Sustainable Tourism project. The Sustainable Tourism Community - an Interreg MED initiative co-funded by the European Regional Development Fund (ERDF) - was launched in November 2016 for a three-year period and, in October 2019 it has been renewed until December 2022 and enriched with new territorial cooperation projects.

The Community can now rely on 30 territorial cooperation projects and almost 400 organisations (public authorities, private companies, universities, NGOs and international organisations) active in 13 European countries to promote sustainable tourism by capitalizing on tools and good practices developed by its projects. Besides, two Strategic Projects, approved in October 2019, focusing on governance of sustainable tourism will join forces with the Community to make tourism a real driver for inclusive and sustainable growth.

The Sustainable Tourism project is coordinated by [DIBA - Barcelona Provincial Council](#) (Barcelona, Spain) in partnership with [UNIMED](#) - Mediterranean Universities Union (Rome, Italy), [University of Thessaly](#) (Thessaly, Greece), [NECSTouR](#) - Network of European Regions or Sustainable and Competitive Tourism (Brussels, Belgium), [Plan Bleu UNEP MAP](#), the Regional Activity Centre of Mediterranean Action Plan (Marseille, France), [Adriatic and Ionian Euroregion](#) (Pula, Croatia), [RDA Green Karst](#) - Regional Development Agency (Pivka, Slovenia).



2/ About UNIMED – the Mediterranean Universities Union

[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 149 Universities coming from 24 countries of both shores of Mediterranean (data updated to June 2022).

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*.

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.

3/ Scope of work

UNIMED is looking for a graphic facilitator to promote, cover and report on the Interreg MED Communities participation in the debates of the COP27 summit (UN Climate Change Conference 2022) that will take place in Sharm el-Sheikh, 6-18 November 2022. As the “Mediterranean Pavilion” is in the Blue Zone, where the political negotiations take place, getting the accreditation will be very difficult so we should consider that the greatest part of the participation will be online.

For this occasion, UNIMED would like to hire a graphic facilitator for the live **graphic harvesting** during the conferences. The appointed graphic facilitator will attend online the three one-hour conferences and draw live the key concepts of the interventions. The drawings done for the illustrated agenda could be re-used during the live recording. For the moment it is not possible to know exactly the date and time of the agenda, but we know that the conferences will be between 7th and 18th November 2022, and not during the weekend. It is most likely that by the beginning of September the agenda will be fixed.

The illustrations should be delivered in vectorial format and in English as the official language of the conferences.

4/ Deliverables and deadlines

12-16/09/2022

Step #1: All the applicants will be notified about the result of the selection, and the selected graphic facilitator will be contacted for organising the first meeting the week after



18-23/10/2022

Step #2: Pre-production meeting with UNIMED and a representative of the Interreg MED Programme Secretariat

07-18/11/2022

Step #3: Graphic harvesting of the three one-hour conferences during the COP27 for live dissemination via social media channels

25/11/2022

Step #4: Delivery of the live drawings in vectorial format, edited and reviewed.

5/ Intellectual property rights and Creative Commons licence

The author of the contents will be the sole owner of the intellectual property rights, but he/she must agree to share the contents under the Creative Commons Licence “Attribution-NonCommercial 4.0 International ([CC BY-NC 4.0](https://creativecommons.org/licenses/by-nc/4.0/))”.

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- _ NonCommercial: You may not use the material for commercial purposes.

6/ Who should apply

The tender is open to graphic facilitators (organisation and individual) who have the following characteristics:

- _ it can be a company or free-lance professionals
- _ legally based in the European Union
- _ proven previous experience in graphic facilitation of similar high-level international events



_ being fluent in English (oral and written)

7/ Contract Period

The contract is subject to the availability of funds.

Starting date of the assignment: at the signature of the contract

Finishing date of the assignment: 30 / 11 / 2022

The contract could be extended till 30 December 2022 if needed to complete some foreseen activities due to force majeure.

8/ Form of Contract

Goods or services ordered by the Sustainable Tourism consortium as a result of the bid shall be in accordance with the Sustainable Tourism project's conditions of contract. The Terms and Conditions are those of the contractor, which is UNIMED - Mediterranean Universities Union.

9/ Application procedure

The video production company (organisation or individual) has to submit its best offer that should include:

- _ updated CV of the team working on this operation
- _ portfolio / reference of similar projects
- _ detailed financial offer for the implementation of the tasks

Deadline for receipt of offers: 05/09/2022 at 6pm

Applications should be sent in English to: uni-med@pec.it

10/ Selection Criteria

The contract will be awarded to the individual/company that scores best on the criteria below.

Scores for this call will be evaluated 70% on quality and 30% on price.

The weighting is as follows:

COMPONENT	CRITERIA	WEIGHTING
Quality	Coherence of budgeting	10%
	portfolio / reference of similar projects	30%



	updated CV of the team working on this operation	30%
Price	detailed financial offer for the implementation of the tasks	30%

Scoring methodology for the quality components will be as follows:

0	1-2	3-4	5-6	7-8	9-10
Unacceptable	Poor	Inadequate	Satisfactory	Good	Excellent
The information is either omitted or fundamentally unacceptable to evaluating officers	The information submitted has major omissions or does not demonstrate compliance with requirements	The information submitted has some omissions or demonstrates only limited compliance with requirements	The information submitted meets requirements in demonstrating compliance with requirements	The information submitted provides strong evidence of compliance with requirements	The information submitted meets all expectations and/or exceeds them; and provides strong evidence of compliance with requirements to a very high standard

Price will be evaluated with the lowest inclusive price scoring 30%, and other bids scored using the following formula:

(Lowest inclusive price) divided by (your price) multiplied by 10.

The offer should be with prices quoted in EUR and should include:

- the net value of provided service;
- description of expertise relevant to the task and examples of work performed;
- budget breakdown with specific cost descriptions (please include at least two rounds of testing for corrections to each module after initial design).

The financial proposal must be presented in the following format:

Item	Price in euro (excluding VAT)	Required timing
TOTAL		

Please insert lines as required.



The total price must include all costs and all expenditures incurred directly and indirectly by the contractor in performing the tasks.

11/ Budget

The total value of the contract (including any taxes and contributions) **shall not exceed 5.000 EUR.**

VAT exemption is applicable. For Italian providers, the VAT exemption is applicable according to the Article 72 of the Italian Law D.P.R. 633/72. Providers based in other countries must refer to the national legislation and indicate the applicable law. Any travel costs incurred while carrying out assignment(s) are covered directly by the provider.

The contract is subject to the availability of funds.

12/ Contact

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