



Terms of Reference (ToR)

Call for the Contracting of a Specialized Service Provider in Audiovisual Production and Digital Learning Content Development

Project: EmpowerNEET – Upskilling NEETs through Social and Solidarity
Economy

1. Purpose of the Call

These Terms of Reference define the conditions for contracting a specialized **service provider (hereinafter “the Contractor”)** to develop audiovisual and digital learning content for an online training programme on **Entrepreneurship in the Social and Solidarity Economy (SSE)**.

The Contractor will convert an existing training package into structured audiovisual materials and interactive e-learning resources, and ensure their integration into the project’s Moodle platform.

The contracting authority is **Associació Fons Català de Cooperació al Desenvolupament (Fons Català)**.

2. Background

The *EmpowerNEET* project is funded by the Interreg NEXT MED Programme and aims to empower young people and women who are not in education, employment, or training (NEETs) across Spain, Palestine, Greece, Tunisia, Lebanon, and France.

The project promotes their integration into the Social and Solidarity Economy (SSE) through:

- Capacity building programmes
- Practical support mechanisms
- Policy dialogue

A comprehensive training package on SSE entrepreneurship has been developed by a project partner in Tunisia and will serve as the basis for this assignment.

This content must be transformed into high-quality digital and audiovisual learning materials suitable for online and hybrid learning delivery.



3. Objectives of the Contract

3.1 General Objective

To develop high-quality audiovisual and digital learning content for the implementation of the SSE training programme under Work Package 3 (WP3).

3.2 Specific Objectives

The Contractor shall:

- Convert the training package into audiovisual and interactive digital content
- Develop professional educational videos and supporting materials
- Adapt content for online learning in Catalan and Spanish
- Integrate all materials into the Moodle platform
- Ensure pedagogical alignment with in-person training activities
- Coordinate with the Fons Català technical team and relevant project partners

4. Scope of Services

4.1 Pre-production

- Review and analyse the training package
- Adapt content to audiovisual and e-learning formats
- Develop scripts, storyboards, and instructional design structure
- Coordinate with Fons Català and training partners

4.2 Audiovisual Production

- Record and produce training videos (lectures, tutorials, applied content)
- Develop case studies and practical SSE examples
- Produce supporting visual materials (graphics, infographics, animations)

4.3 Post-production

- Edit and finalize audiovisual content to professional standards
- Add subtitles (minimum Spanish; additional languages are an asset)
- Ensure quality of sound, image, and accessibility

4.4 Digital and Interactive Content

- Develop interactive learning resources linked to the training modules
- Ensure compatibility with e-learning standards and formats
- Adapt content for web and mobile access



4.5 Integration into Moodle

- Upload and structure all content within the Moodle platform
- Configure navigation, usability, and pedagogical sequencing
- Ensure accessibility, functionality, and user experience
- Coordinate with the Moodle technical team

4.6 Coordination and Follow-up

- Ensure continuous coordination with project partners
- Participate in technical and pedagogical meetings
- Adjust outputs based on feedback and implementation needs
- Ensure coherence between online and in-person training components

5. Deliverables

The Contractor shall deliver:

- A structured set of training videos (HD quality or higher)
- Interactive digital learning materials
- Fully integrated and functional Moodle course content
- Editable source files and final versions
- Basic user guide and technical documentation

6. Expected Results

- Transformation of training content into digital learning resources
- Fully operational e-learning SSE training programme
- Effective integration within the Moodle platform
- Coherent hybrid training delivery (online and in-person)
- Scalable and reusable educational materials

7. Duration and Timeline

- **Duration:** Approximately 7 months from contract signature
- **Implementation period:** June – November 2026
- All content must be fully functional and accessible during this period

8. Profile of the Contractor

Applicants must demonstrate:

- Proven experience in audiovisual production and/or e-learning development
- Experience with LMS platforms (preferably Moodle)
- Strong instructional design and digital learning expertise
- A qualified multidisciplinary team (production, pedagogy, design)



Desirable:

- Experience in Social and Solidarity Economy (SSE)
- Experience in EU-funded projects

9. Evaluation Criteria

Criteria	Weight
Technical quality of the proposal	40%
Relevant experience	25%
Quality of the proposed team	15%
Financial offer	20%

10. Budget and Financial Conditions

- **Maximum budget:** €12,800 (all taxes included)
- The contract covers all services described in these ToR
- **Payment schedule:**
 - 50% upon mid-term delivery
 - 50% upon final acceptance

These ToR, once signed, will constitute the service contract.

11. Intellectual Property

All outputs produced under this contract shall be the property of the *EmpowerNEET* project, with full rights of use, reproduction, and dissemination without limitation.

12. Languages

All content must be delivered in:


- Catalan
- Spanish


13. Submission of Proposals

Interested applicants must submit:

- Technical and methodological proposal
- Detailed financial offer
- CVs of the proposed team
- Portfolio / evidence of relevant experience



 **Submission email:** empowerneet@fonscatala.org

 **Deadline:** 4 May 2026

14. Selection and Notification

- Results will be communicated within **two weeks** after the deadline
- The selection decision is final and based on the evaluation criteria

15. Disclaimer

This activity is funded by the European Union under the Interreg NEXT MED Programme.