

Invitation to participate in the Tender for experts in arts, culture, heritage, artificial intelligence, environment and videos/films making

The Council of Europe's Culture and Cultural Heritage Division is currently looking for Suppliers for the provision of policy work and follow-up activities on its conventions in the field of culture and cultural heritage also related to the subject of artificial intelligence and on combined culture, nature, environmental and sustainable heritage-related activities, as well as work on the CoE exhibition "Free to Create – Create to be Free", and visibility/creative work for various projects including the preparation of promotional material, provision of articles and different interactive features, promotional shoots and trailers, hand-drawn or animated videos/films on culture and cultural heritage, interviews and video recordings from the conferences and meetings held within the framework of Culture and Cultural Heritage Division activities.

Interested providers are invited to apply by sending their proposals on one or several of the following lots (described in more detail in the enclosed documentation):

Lot 1: Support to the CoE exhibition "Free to Create – Create to be Free";

Lot 2: Provision of policy work and follow-up activities on Council of Europe conventions in the field of culture and heritage, including the provision of articles (preparation of news items, social media posts, thematic articles/reviews, writing of thematic articles related to the culture and cultural heritage topics and activities);

Lot 3: Provision of the expert support in either of the following fields:

- 1) culture, heritage and artificial intelligence
- 2) culture, nature, environment, sustainable heritage and climate change;

Lot 4: Producing different interactive features, including visibility material, educational and/or promotional shoots and trailers, and hand-drawn or animated videos/films on the specific topic of culture, cultural heritage, environment (including scripting, shooting and/or editing) of a minimum length of 2 and a maximum length of 15 minutes;

Lot 5:

- 1) Conducting interviews with participants on the conferences/events organised by the Culture and Cultural Heritage Secretariat of the Council of Europe, as well as with project partners and staff working at the cultural institutions and other organisations involved in such events;
- 2) Providing video recordings on conferences/events held on the topic of culture, cultural heritage and environment.

Submitting an offer

If you are interested in undertaking this assignment, we would be very grateful if you could:

- 1) Carefully read the attached **TENDER FILE**;
- 2) Carefully read and complete the attached **ACT OF ENGAGEMENT**;
- 3) Return the duly completed ACT OF ENGAGEMENT along with the following **required documents**:
 - A completed and signed copy of the Act of Engagement (See attached);
 - A detailed CV demonstrating clearly that the tenderer fulfils the eligibility criteria;
 - A list of all owners and executive officers, for legal persons only;
 - 2 to 3 (two to three) suitable and relevant samples of the work in line with the assignments described in the selected lot
 - A brief presentation of the ideas for ONE of the possible assignments.

All documents should be sent by e-mail to culture.heritage@coe.int no later than **Tuesday 7 September 2021**.

Questions

Questions on the tendering process may be submitted by e-mail to culture.heritage@coe.int no later than **Tuesday 31 August 2021**. Please note that, in the interests of transparency, responses to questions will be sent to all interested parties.