

CALL FOR PROPOSALS

Project co-financed by the European Union
"European Judicial Training for Court Staff and Bailiffs "

ORGANISATION

GIP JCI International Justice Cooperation (project coordinator, acting in the name of and on behalf of the members of the consortium "European Judicial Training for Court staff and Bailiffs")

217 rue Saint Honoré
75001 Paris- France

OBJECT OF THE CALL FOR PROPOSALS

Service of formatting and disseminating e-Learning training modules for JCI (project coordinator) as part of the European project "European Judicial Training for Court staff and Bailiffs " (hereinafter "EU Training")

SUBMISSION OF PROPOSALS

Deadline for the receipt of proposals: **20 June 2016**

Contact:

Marion Cathelin

Project coordinator

GIP – JCI

Tel: (0033) (0)1 44 86 06 60

Email: marion.cathelin@gip-jci-justice.fr



1. Context of the call for proposals

The call for proposals is part of the EU Project "European Judicial Training for Court Staff and Bailiffs in European Law" (hereinafter the "Project"), co-funded by the European Union for a duration of eighteen months (September 2015 - February 2017).

The members of the consortium of the Project (hereinafter the "Consortium") are the following organisations:

- GIP International Justice Cooperation
- European Chamber of Bailiffs/Judicial Officers
- *Centro de Estudios Jurídicos* (CEJ) (Spain)
- *Direção Geral da Administração da Justiça* (DGAJ) (Portugal)
- Ecole Nationale des Greffes (ENG) (France)
- European Institute of Public Administration (EIPA) (Luxembourg),
- Institut de Formation Judiciaire (IFJ) (Belgium)

The objective of the Project is to train court staff and bailiffs (hereinafter the "Target audience") in:

- (i) European regulations in civil, commercial and criminal law, and
- (ii) English legal terminology

in order to facilitate cross-border cooperation in Europe.

The training of the Target audience, as part of this Project, is based on a 'blended learning' methodology, including e-learning modules accompanied by lessons given by a training organisation in Luxembourg (EIPA – European Institute of Public Administration).

The e-learning modules on European regulations, developed as part of a previous European project named EJL (European Judicial Officers' e-Learning) by the company DOKEOS, are provided to the Target audience on a special platform owned by the European Chamber of Bailiffs/Judicial Officers (CEHJ).

However, the e-learning modules on English legal terminology still need to be created and must fulfil the following requirements:

- be accessible via the EJL platform (for a Target audience which can log in just once and browse easily between the legal and English modules)
- be available in the languages of the partnership (Spanish, French, Dutch, Portuguese)
- be put online no later than 31 December 2016.

More specifically, each e-learning module must include:

- **videos in English** on European regulations, **subtitled** in the languages of the partnership (Spanish, French, Dutch, Portuguese)



- **exercises** using the legal terms given in the videos
- **quizzes** helping participants evaluate what they have learnt (accessible on the EJI platform which already has this feature).

2. Object of the call for proposals

The object of the tender is to choose a service provider which is able, upon request and for a pre-determined period (final delivery by 31 December 2016), to provide the following service:

Formatting and diffusion of e-learning modules on English legal terminology in compliance with the following criteria:

- reference videos in English which will be provided by the Consortium,
- offer a subtitling system for the videos which evolves as the learner makes progress (subtitles in native language including terms in English, then subtitles entirely in English and finally, no subtitles at all)
- create exercises to allow the learner to reuse the English legal terms in the video. The complexity of the exercises should be adapted to the level of the learner,
- provide progress tracking tools (personalised profile for the learner showing the number of videos watched, the results of the exercises, the progress made in English) and tools to encourage the learner (a retry system sent by email),
- obtain statistics on the Target audience (number of participants, time spent on a video, English terms revised and learnt, etc.)

These modules must be accessible via the EJI e-learning (*European Judicial officers E-learning*) platform, developed by the company DOKEOS as part of a previous European project.

The Target audience will log in to the e-learning EJI platform to follow the training modules on the European instruments in civil and commercial law, and may also choose to follow the training in English legal terminology.

The modules must be interactive, ergonomic, easy to use and the tabs shall be available in the languages of the partnership (English, Spanish, French, Dutch, Portuguese). They must work in the same way on tablets, computers and phones (responsive design).

3. Technical clauses specific to the service

Human resources

As part of its work, the service provider will be in direct contact with the project coordinator, GIP-JCI, which will provide the training content and the European Chamber



of Bailiffs/Judicial Officers (CEHJ), which owns the rights to the EJM e-learning platform.

Moreover, the service provider will be in contact with the Belgian company DOKEOS to ensure that the e-learning modules will be accessible via the EJM platform.

The service provider will be at the disposal of the project coordinator and the CEHJ, and shall provide a regular, clear and efficient report on the progress of the work.

No subcontracting is permitted in carrying out this project.

Teaching resources

Videos and subtitles in the project languages shall be made available to the service provider.

4. Conditions of the call for proposals

4.1. Documents to be provided by the candidate

The proposals must include the following:

- the details of the services offered;
- the organisation planned for carrying out this service;
- the CVs of the project manager and the team members, specifying their roles in carrying out this service, their experience and skills in the field of formatting and diffusing e-learning modules.

The financial bid must be detailed, bearing in mind that the total sum of the service must not exceed EUR 20,000 (twenty thousand euros), excluding tax.

4.2. Conditions of sending or submitting candidate proposals

The deadline for receiving proposals is **15 June 2016**.

Proposals must be sent by email before the deadline given above. The date of receipt shall be deemed as the date of the email.

Email address: **marion.cathelin@gjp-jci-justice.fr**

The subject of the email must be: **"Selection of an e-learning service provider"**.

4.3. Selecting proposal



Proposals which do not comply with the provisions of this call for proposals will be eliminated. They will also be analysed in accordance to the following criteria:

- the quality of the proposal in terms of skills and suitability for the objectives set by the Consortium
- the cost of the service
- the schedule of the service provision

The contract will be granted to the proposal offering the best value for money.

The co-contracting party will be chosen in accordance with the principles of transparency and equal opportunities of the candidates, ensuring that there are no conflicts of interest.

4.4. Methods of payment and invoicing

Payment for this service shall be made in 3 instalments, upon submission of invoices by the service provider:

- . 1/3 of the total amount upon signature of the purchase order/contract
- . 1/3 of the total amount upon delivery of the e-learning modules
- . 1/3 of the total amount, i.e. the remaining balance, upon acceptance of the project

Payment will be made by GIP-JCI by bank transfer to the account of the Service provider, in accordance with French accounting regulations.

The invoice shall be sent to the following address:

GIP JCI – *Projet UE « European Judicial Training for Court staff and Bailiffs »*
217 rue Saint Honoré, 75001 Paris.

4.5. Contractual conditions

- *Contract of service provision*

Following the selection of the service provider, a service contract shall be drawn up between GIP-JCI (in name of and on behalf of the Consortium) with the single service provider over a period ranging from 1 July 2016 to 31 December 2016.

The provision of the service shall begin 1 July and end at the latest on **31 December 2016**.



- *Confidentiality and conditions of use*

The contracted service provider and the staff working on this provision shall be bound by professional confidentiality and are obliged to keep confidential the facts, information and decisions of which it may become aware during the execution of the contract. Any written or oral communication on these subjects is expressly forbidden as is the submission of documents to third parties without prior agreement from the sponsor.

The service provider undertakes not to publish, reproduce, translate or commercialise any element for which it has transferred the rights. It is only authorised to make brief reference in its professional references to the existence and content of the service provided.

- *Competent jurisdiction*

In the event of a dispute regarding the execution of this contract, the parties must, first and foremost, attempt to resolve the dispute via a process of mediation.

If the attempt to resolve the dispute through mediation fails, the competent court shall be the one in the jurisdiction of the service provider. The applicable law shall be French law.

