

Invitation to tender for a framework agreement with CONCORD as an illustrator, animator, designer and/or video editor

Call open from 23 March 2022 until 25 April 2022

CONCORD is the European confederation of Relief and Development NGOs. We are made up of many diverse member organisations: 28 national associations, 20 international networks and 3 associate members that represent over 2,600 NGOs, supported by millions of citizens across Europe. We are a member-led organisation which means that the members give the confederation its strategic direction. Our secretariat, based in Brussels, supports and facilitates the work of this pan-European confederation.

Background

CONCORD regularly calls on consultants to support us in performing various key tasks. Where the cumulative amount of the services provided by a single consultant exceeds €10,000 per year we like to work within the framework of a four-year contractual agreement.

If you are interested in such a collaboration please keep reading to discover all the areas of expertise that we require for the smooth running of our member-led confederation devoted to sustainable development and the alleviation of poverty world-wide.

CONCORD is looking for illustrators, animators, designer and video editors

The selected illustrator will collaborate with our communications unit on conceptualising and designing content for specific projects. These projects could include:

- Conceptualisation and production of unique illustrations and/or icons;
- Animation;
- Video editing;
- Layout design;
- Sound editing;
- Identity building.

Our requirements:

- Interest in the NGO sector, development policy issues and EU affairs;
- Demonstrated skills and experience in the field of expertise
- Cultural sensitivity;
- Fluency in English (both oral and written), other languages an advantage.
- Well-organised, collaborative and communicative

Your offer should include:

- A proposal outlining your relevant expertise and how you will approach this collaboration;
- CV , cover letter and portfolio;
- Period of the agreement (e.g. 4 years);
- Your fees per hour, page and/or illustration;
- Any reductions for volume of work over a certain period (where appropriate, we will allow for increases in rates relative to inflation);
- Details of any taxes to be included;
- Our Criteria for exclusion from this call for tenders (CF Annex)
- A declaration on honour:
 - If you are a company, we require a Declaration on honour attesting to the firm's economic and financial viability
 - If you are an individual, please state:
"I trade as an individual, and do not manage a registered company; other than submissions to the relevant tax authorities, there are therefore no statutory accounts for my consultancy work. I am happy to submit to CONCORD the accounts submitted to tax authorities on request."

To apply

Please send your proposal through our job portal below **by April, the 25th 2022 at 17:00 CET** with the following heading in the email subject-line: CONCORD - Call for illustrators. The call will be open from the moment of publication on March, the 23rd 2022

For any questions, please send an email to marion.coat@concordeurope.org.

Final decisions

- CONCORD's choice of service provider will not be made solely on the basis of price. It will be based on a detailed analysis of the particulars relating to both the service provider (competence, previous experience, etc.) and the anticipated services (cost, quality, timelines, etc.).
- If your overall offer is accepted, a framework agreement setting out all the details will be signed between CONCORD and your company.
- Signing the Framework Agreement shall not bind CONCORD to call on the services of the service provider who is a signatory to the said Agreement.

Please note: Pursuant to Article 4.2 of Annex IV (Contracts for amounts under €200,000) of the contract between CONCORD and its co-financer, the European Commission, CONCORD must follow the rules for a negotiated procedure without publication of a contract notice and must consult at least three service providers of its choice before negotiating contract terms with one or more of them. The total sum of the different contracts, therefore, cannot under any circumstances exceed €200,000. Naturally, this by no means implies that CONCORD here undertakes to issue contracts amounting to the €200,000 total.

Annex

Declaration on Honour with respect to Exclusion Criteria

The undersigned [*name of the signatory of this form, to be completed*]:
representing:

name in full: official legal form: official address in full:VAT registration number:

declares that he/she or the company or organisation that he/she represents:

1. is not in one of the situations of exclusion as specified in Article 93(1) of Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities. In particular,

a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b) has not been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*;

c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;

d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;

e) has not been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

f) is not a subject of the administrative penalty referred to in Article 96 (1) of the financial regulation adopted by the European Commission.

2. undertakes to respect the humanitarian principles of humanity, neutrality, impartiality and independence.

Date and signature

CONCORD

European NGO confederation for relief and development

