

Reference number: 101102619

Project title: STEAME TEACHER FACILITATORS ACADEMY

Project Acronym: STEAME-ACADEMY

Implementation period: 1 June 2023 to 31 May 2026

Project site: www.steame-academy.eu

Coordinating Organisation: Pedagogical University of Krakow, Poland

Contractor for this Action: Pedagogical University of Krakow, Poland

Call for offer for Project Printings

Terms of Reference

The STEAME Teacher Facilitators Academy project consortium searches for subcontracting an experienced printings company to facilitate the printings of various design elements, aligning with the envisioned objectives and visual identity of the project. In lieu of an expert printings company, the Consortium will consider applications by experts as organizations (companies, agencies, foundations) specialized in digital design printing. Overall, the expert has to demonstrate the skills and experience required for the advertised role. The fee mentioned in this Terms of Reference is intended as maximum contract value (including vat, if any), being the contract assigned to an organization/company.

Summary of STEAME Teacher Facilitators Academy project

STEAME Teacher Facilitators Academy project will develop a model through a STEAME Teacher Facilitators Academies networked through a European Federation of such Academies at the local level, which will support the change to the future schools with main actors the teacher facilitators as the future professionals and experts of learning change and facilitators of competence and skills development in youth.

The STEAME Teacher Facilitators Academies will support the training of service teachers and the training of student teachers. At certain stage the service teachers will serve as mentors of the student teachers throughout a European mobility-based system. This will create a networking between school education and university education and possibly industry, working together as co-creators for the sustainable development between teacher education providers with impact on the quality of education in Europe. This will support the continuous professional development of future teachers and lay the ground for the future schools of STEAME project-based learning environments for students.

The main innovations to be delivered by this project are:

- STEAME Teacher Facilitators Competence Framework for student and serving teachers
- STEAME Teacher Facilitators Learning Modules/Workshops
- International Sharing Observatory for STEAME Learning Facilitators
- Development of the STEAME Facilitators Community of Practice/Mentoring and Certification Program
- Policy Recommendations – European Federation of STEAME Teacher Facilitators Academies

Expertise and skills required for the external evaluator

Skills and experience

The candidate has to demonstrate some relevant skills and experience, including:

- Proven track record in digital printing with a minimum of 3 years of experience
- Strong leadership and management skills
- Effective communication and good customer service
- Understanding of the consortium's needs and the ability to provide tailored solutions
- Proficiency in graphic design software (e.g., Adobe Creative Suite)
- Attention to detail and quality control
- Consistency and accuracy in every print job
- Use of up-to-date printing equipment and technology to ensure quality and efficiency
- Willingness to listen to the consortium's feedback and make necessary improvements to services
- Attention to detail, time management and the ability to work well under pressure are essential for meeting deadlines and producing quality work
- Excellent English language skills, both written and oral
- Design skills will be considered an advantage
- Shipping services will be considered an advantage

Tasks and Deliverables

The main tasks and deliverables of the printing company will be:

- Printing of flyers (A5 size straight or folded printed in all sides): (10,000 accumulated from different design flyers or edited reprints, maximum 2 variations)
- Printing of bookmarks (5x20cm laminated): (20,000 accumulated from different designs throughout the project, maximum 2 variations)
- Printing roll-ups (Xbanners) without mechanisms (approx. 1x2m): (14x1 + 6 = 20 printings) and mailing them to the partners (Greece x2, Spain x1, Portugal x2, Poland x1, Bulgaria x2, Romania x2, Cyprus x3, Belgium x1). The 14 roll-ups that will be sent to the partners will have the same design. The additional 6 may be of different designs and will be collected as printed.
- One box sent by post, containing bookmarks/flyers to each of the 14 partners of the project (Greece x2, Spain x1, Portugal x2, Poland x1, Bulgaria x2, Romania x2, Cyprus x3, Belgium x1)

Conditions for the service

The applicant undertakes to carry out the required service within the specified timeframe. The applicant agrees to maintain the confidentiality of data that may be generated or disclosed during the provision of the required service. The applicant adheres to all relevant laws and regulations, such as copyright and intellectual property rights.

Total Fee

The total fee for the engagement of the printing company is **EUR 7300** (seven thousand three hundred), with **all taxes included**.

Assessment Method

The assessment of applicants will be based on quality of Expertise and skills as described above.

Deadline and requirements for the application

The **deadline** for presenting the offer application for the job is **20 September 2023 at 12 noon**.

Applications shall be submitted through the following email address: steameacademyeu@gmail.com

Confirmation replies of offered applications received will be made within 24 hours.

Applicants shall present the company's profile (i.e. website or otherwise) and photos of selected printed works (preferable flyers), clearly demonstrating the quality as expected in these terms of reference.

The Project Consortium is not obliged to accept any offer submitted.

For any questions or clarifications, you may contact us through the following email address: steameacademyeu@gmail.com