"Game Changer – Radical Awareness Game Engagement"

Call for Tenders

Call for tenders for further dissemination and replication of Game Changer methodology and activities

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1. Introduction

Game Changer (RAGE – 812621) is a project funded by the Directorate-General Migration and Home Affairs of the European Commission under the Internal Security Fund – Police (ISFP) for the Civil Society Empowerment Programme. The Game Changer project provides training tools, field expert support and guidance to NGOs and aspiring young leaders. Game Changer training's help young aspiring leaders become what we call, "Ambassadors of Change" and teach them how to lead their own social media campaigns and also provide NGOs with fun and educational online and offline what we call Social City Games, which will promote tolerance, civic engagement, diversity and inclusion through the use of gamification. Game Changer is a transnational project with project partners in Poland, France, Greece and Netherlands with the aim to extend its impact across other European countries.

2. Priorities and Objectives of this Call for Tenders

The present call for tenders aims to subcontract NGOs and CSOs providing services to TechSoup in the form of implementation of Game Changer dissemination activities phase aimed at raising awareness among young people and tackling possible root causes of radicalisation, polarisation and violent extremism.

The general objective of the service proposal presented shall be to test tools and methods developed by the Game Changer project consortium through the implementation of online and/or offline activities directly benefitting young people aged between 12 and 30 years old.

Service proposals submitted under the present call must follow approaches addressing one or more of the following sub-priorities:

1. Implementation of **social media campaigns** with the use of counter- or alternative-narratives;
2. Implementation of **offline Social City Games** addressing topics related to polarisation or radicalisation;
3. Implementation of **online Social RPG** games (Role Playing Game) addressing topics related to polarisation or radicalisation.

Service proposal focusing on the following activities will not be considered under this call:

● Social campaigns not based on the methodology developed by the Game Changer project
● Social City games not based on the scenarios provided by the Game Changer project
● Any other activity not in line with the scope of this call

For each sub-priority, service proposals must be aimed to achieve one or more of the following outcomes:

1. **Implementation of social media campaigns with counter- or alternative narratives:**
   ● Training at least **2** Ambassadors of Change (young people aged 12-23) with materials provided by the Game Changer project.
   ● Developing and implementing at least **2** social media campaigns following the methods developed by the Game Changer project.

2. **Implementation of offline Social City Games addressing topics related to polarisation or radicalisation:**
   ● Localising a game(s) inside our online configurator provided by the Game Changer project.
   ● Implementing at least **2** Social City Games, one pilot and one final game following the methods and utilising tools developed by the Game Changer project.
   ● Involve at least (in total) 30 participants aged between 12 and 30 years old.
3. **Implementation of an online Social RPG in the form of an RPG (Role Playing Game) addressing topics related to polarisation or radicalisation:**
   ● Implementing at least **2** Social RPGs, one pilot and one final game following the methods and using the tools developed by the Game Changer project.
   ● Involve at least (in total) 24 participants aged between 12 and 30 years old

PLEASE NOTE: all resources and tools developed during the Game Changer project are available to be accessed, consulted and downloaded and are essential for the implementation of the service requested. More information on the modality to access resources and tools and on the support provided by the Game Changer consortium are available in section 6.

3. **Timetable**

Stages	Date or indicative period
Publication of Call for Tenders	10.12.2020
Deadline for Service Proposals	**10.01.2021**
Information, decision and selection of subcontractors	11.01.2021
Signature of subcontracting agreement	Mid-January 2021
TechSoup training path and ongoing support	January – February 2021
Implementation of activities	February – March 2021
Evaluation of the service provided	March – April 2021

4. **Budget Availability**

The total budget available under this call for tenders is **EUR 75,000**.
TechSoup reserves the right to not subcontract all the budget available.
Each subcontractor can submit a costs quotation for up to **EUR 5,000** for the implementation of the activities (more info available in section 5.3).

5. **Eligibility Criteria**

   5.1 General provisions (admissibility)
   Service proposal must be:
   - Submitted no later than the deadline for submitting in section 3;
   - Submitted using the template provided by TechSoup as an annex to this call for tenders
   - Completed with an actual quotation of costs planned for the implementation of the services (in line with criteria explained in sections 5.3 and 5.4)

- Written in English

<u>Failure to comply with these requirements will result in the rejection of the service proposal.</u>

5.2 Eligibility of the subcontractors

All subcontractors must fulfil the following eligibility requirements.

a) <u>Legal status</u>
- Subcontractors must be registered as legal entity
- Subcontractors must belong to the NGOs/CSOs private sector

Profit making entities, natural persons, public bodies and union agencies <u>are not eligible.</u>

b) <u>Country of establishment</u>
- EU member state organisations are eligible
- Western Balkan countries (Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, Serbia) are also eligible.
- Switzerland, UK, Turkey, Georgia, Ukraine, Belarus (only valid for NGOs/CSOs that have attended the Game Changer CAMP)

5.3 Eligibility of the service proposal and activities proposed

In order to be eligible service proposal must state clearly which activity(ies) will be implemented by the subcontractor (<u>in line with section 2</u>) during the service performed for TechSoup and for the Game Changer project.

Specifically, when preparing the costs quotation, subcontractors must take into consideration the maximum eligible costs for each type of activity:

- Each **social media campaign** can cost up to 250 EUR, subcontractors are required to implement at least 2 campaigns (500 EUR in total);
- Each **offline Social City Game** can cost up to 750 EUR, subcontractors are required to implement at least 2 games (1,500 EUR in total)
- Each **online Social game in RPG** can cost up to 500 EUR, subcontractors are required to implement at least 2 RPGs (1,000 EUR in total).

Subcontractors can decide to implement:
- One type of the activities mentioned above
- Two types of activities mentioned above
- All (3) activities mentioned above
- Duplicates of activities mentioned above (IE: 3 campaigns, or 4 offline Social City Games and 6 Social RPGs, etc.

*Cost quotation must be based on the number of participants and not on the number of games proposed. For example, subcontractors can propose to implement 3 games with a total of 30 participants (10 participants per each game). More details for subcontractors to decide how they want to implement services is included in our, "Games Leaflet" (attached to this call), <u>which we recommend reading it carefully</u>. Once the decision on how to structure the activity is decided, subcontractors need to refer to the following table with unit costs per participant and per country where the activities will take place.

Countries	Unit cost per Campaign (EUR)	Unit cost per Participant of Offline Social City Games (EUR)	Unit cost per Participant of online social game in RPG (EUR)

Group 1: Latvia, Lithuania, Cyprus, Estonia Hungary, Western Balkans, *Turkey, Georgia, Ukraine, Belarus*	200	42	33
Group 2: Poland, Slovenia, Croatia, Czech Republic, Slovakia, Bulgaria, Portugal, Greece, Romania	225	46	38
Group 3: Spain, France, Italy, Malta, Germany, Denmark, Luxembourg, Netherlands, Austria, Finland, Sweden, Iceland, Liechtenstein, Ireland, *UK and Switzerland*	250	50	42 (max 500 EUR per RPG of 12 participants)

Examples of budget depending on the services offered by subcontractors:

- NGO from Group 1 proposing to implement 2 campaigns, 2 offline games (30 participants total) and 2 RPGs (24 participants total) can present cost quotation for max 2,252 EUR.
- NGO from Group 2 proposing to implement 3 campaigns and 3 RPGs (36 participants total) can present a cost quotation of max 2,043 EUR.
- NGO from Group 3 proposing to implement 2 offline games (30 participants total) and 4 RPGs (48 participants total) can present a cost quotation of max 3,500 EUR.
- NGO from Group 1 proposing to implement 6 offline games (90 participants total) can present a costs quotation of up to 3,780 EUR.
- NGO from Group 2 proposing to implement 5 RPG with 10 participants each (50 participants total) can present a costs quotation of up to 1,900 EUR.

*Please remember that if offline Social City games and/or online Social RPGs are chosen, subcontractors must commit to involve at least 30 participants in total across at least 2 offline Social City games and at least 24 in total across 2 online RPGs.

5.4 Eligible costs

Subcontractors will have to present a costs quotation for the services requested by TechSoup (see section 10) listing planned costs they will incur during the implementation of activities. The total of such cost quotation must not exceed 5,000 EUR (including service fee and excluding VAT) and must be in line with the explanation provided under section 5.3.

For simplification, a list of eligible costs that can be included in the costs quotation by the subcontractors:

Social Campaigns	Offline Social City Games	Online Social Games in RPG
Personnel costs:	Personnel costs:	Personnel costs:

- Trainer/Coach	- Trainer/Coach - Logistics Coordinator	- Trainer/Coach - Game Master
Service fee	Photographer/Videomaker for production of a video	Service fee
	Printing & Materials	
	Refreshments for Participants	
	Safety equipment (masks, antiseptic gel etc.)	
	Service fee	

We recommend subcontractors stick to these costs. If subcontractors include costs of other nature in the quotation these must be justified and clearly related to the implementation of the service. TechSoup reserves the right to approve or reject those costs and to ask for a modification (and further explanation) of costs quotation in case the overall service proposal is considered positively.

6. Training Plan & TechSoup Support

Subcontractors will be supported by TechSoup and the Game Changer project team throughout the entire process.

All activities to be implemented by the subcontractors must be based on Game Changer methodology and tools. Therefore, TechSoup together with project's partners plan to support subcontractors during preparation, monitoring and evaluation (see section 11) of activities.

Specifically, each activity will have a dedicated support plan (mandatory for subcontractors) and a set of tools and resources to consult.

● For the implementation of **social campaigns**:

Mandatory plan and resources	Optional tools/resources to consult
Training handbook	State of the Art Research
Trainers Manual	Communication Manual
1 online group training of trainers session (90-120 min)	Evaluation Manual
2 webinars/check in with trainers (60 min each)	

● For the implementation of **offline Social City Games**

Mandatory plan and resources	Optional session and tools/resources to consult
Game Design Doc	Additional group consultation before playing the games
1 online group webinar/training (90-120 min)	FAQ on games implementation
1 online webinar/video tutorial focused on the Online game configurator and localisation of the game (60 min)	

1 Q&A group session	

● For the implementation of **Online Social Game in RPG**

<u>Mandatory</u> plan and resources	Optional session and tools/resources to consult
Game Design Doc	Additional group consultation before playing the games
1 online group webinar/training (90-120 min)	Additional path focused on Storytelling to learn to be a Game Master
Test game with TechSoup and ExploreIT	
1 Q&A group session	
FAQ on games implementation	

All tools and resources are available for consultation and can be download on the Game Changer project website: www.gamechangereu.org/tools-library

7. Exclusion criteria

Subcontractors will be excluded from participating in the Call for Tender procedure and from the subcontracting agreement if they are in any of the following exclusion situations:

- Are bankrupt, subject to insolvency or winding-up procedures, in breach of its obligations relating to the payment of taxes, guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the subcontractor belongs.
- have shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the European Union's budget.
- are subject to a conflict of interest in connection with the implementation of the service offered under this call.
- are guilty of misrepresentation in supplying the information required by TechSoup as a condition of participation in the call for tenders' procedure.

8. Financial Provisions
8.1 General principles
- <u>Non-retroactivity</u>
  Under no circumstances shall costs included in the costs quotation received by the subcontractors cover activities already completed. Nonetheless, the costs included in the costs quotation shall not refer to activities already begun by the subcontractors.
- <u>Balanced budget</u>
  The costs quotation estimate of actions is to be attached to the template for service proposal provided. Beneficiaries with general accounts in a currency other than the euro shall convert costs incurred in another currency into euro at the average monthly accounting rates

established by the Commission and published on [its website](#), determined over the month of December 2020.

- <u>Financial support to third parties</u>
  The service proposal cannot envisage provision of financial support to third parties.
- <u>Non-profit rule</u>
  The activities implemented as a service provided under this call shall not exist as purpose or effect of producing profit for the subcontractors.

8.2 Maximum amount requested and service fees

The costs quotation attached to the service proposal shall **not exceed EUR 5,000**. This amount should include the service fee to be charged to TechSoup. **The service fee shall not exceed 15%** of total costs planned in the costs quotation.

8.3 Payment arrangements

The standard procedure foresees that the applicants present an invoice once the service is completed. TechSoup will pay the invoice in full upon verification, acceptance and confirmation of all supporting documents requested in the subcontracting agreement signed between TechSoup and the selected subcontractors (<u>see section 9</u>). If for any reason, the subcontractor is not able to deliver the service as planned, the invoice presented will have to reflect such changes.

Subcontractors may request an advanced payment corresponding to a maximum of 30% of the total of the costs quotation accepted by TechSoup. In order to send such a request, subcontractors must have signed the subcontracting agreement with TechSoup and have started the training plan (<u>see section 6</u>).

9. Legal Commitments

The selection procedure is to be finalised with the signature of a subcontracting agreement in writing. The agreement will contain all rights and obligations of the parties involved (TechSoup and the subcontractor).

The agreement will constitute a proof of commitment by the subcontractor for the implementation of the activities and signing it will be a mandatory condition for starting the training plan and implementation the service.

Given the specific situation due to COVID-19, TechSoup will be as flexible as possible in case the conditions to meet partial or entirety of the agreement will cease to exist. Subcontractors and TechSoup will have the possibility to work on an agreement amendment in case this will be necessary.

Agreements will be drafted by TechSoup, sent over to the subcontractor, and uploaded to DocuSign to proceed with the official signature by both parties.

10. Procedure for the Submission and Selection of Service Proposals

10.1 How to submit your service proposal

We recommend subcontractors very carefully read this call for tenders before starting the process of submitting a service proposal.

<u>Service proposal must be submitted by the deadline indicated in section 3.</u>

To submit a service proposal, the subcontractor will have to fill in all documents provided by TechSoup (<u>as described in section 10.2</u>) and send them over in a PDF file via email to camp@techsoup.org.

<u>The subject of the email sent for should be, "Expression of interest for dissemination services – [name of the NGO/CSO applying]".</u>

By submitting a service proposal, the subcontractor accepts the procedures and conditions as described in this call for tenders and in the documents it refers to.

No modification of the service proposal is allowed once the deadline for submission has elapsed. Subcontractors will be informed via email about the results of the selection process.

10.2 Related documents

The following documents are attached to this call for tenders and are essential for the subcontractors to complete their service proposal:

- <u>Annex 1</u> to this call, Costs' Quotation Example: an example of the costs quotation subcontractors need to attach to their service proposal (costs quotation can be presented in any preferred layout/structure by the subcontractors, we do not provide any specific template for this)
- ACTIVITIES LEAFLET describing the key elements of the activities proposed by TechSoup (Social Campaigns, Offline Social City Games, Online Social Games in RPG)
- Service Proposal Template

10.3 Contacts

For all questions related to the submission process, please contact us at camp@techsoup.org, we will be happy to clear all your doubts.

Questions will be answered as soon as possible. Questions received later than 3 calendar days before the deadline for submitting service proposal may not be answered.

Subcontractors are advised to consult www.gamechangereu.org website regularly, where TechSoup will publish additional relevant information.

11. Evaluation and dissemination obligations

11.1 Evaluation and monitoring

TechSoup will provide online tools in order to monitor the implementation of services. Each selected subcontractor will be asked to provide information on the progress at TechSoup request. Periodic calls with selected subcontractors will be organised to both support and monitor the process. Evaluation activities will be conducted by TechSoup's evaluator in order to understand the impact of implemented activities and the efficiency of tools and methods used. Surveys and interviews will be provided by TechSoup and subcontractors will be asked to submit them to the participants of activities. Such evaluation and monitoring activities will be mandatory and propaedeutic for issuing the final payment for the services provided by each subcontractor.

11.2 Dissemination

Subcontractors must clearly acknowledge TechSoup's contribution in all publications, social media posts and material produced related to the present call. TechSoup also commits to ensure visibility on its official channels to the NGOs/CSOs selected as subcontractors. More details will be available in the subcontracting agreement to be signed upon selection.

12. Data Protection

The response to the Call for Tenders involves the recording and processing of personal data (such as name, address etc.). Such data will be processed by TechSoup in accordance with the EU General Data Protection Regulation 2016/679. Subcontractors, during the implementation of the service, are fully accountable for collecting and processing data of dissemination activities participants and are obliged to comply with the above mentioned GDPR during the whole process.

Name of the subcontractor

Great Square, 1 – Warsaw, Poland

Costs quotation

To:

Fundacja TechSoup
ul. Bracka 25
00-028 Warszawa
NIP: PL 7010177399

Proposal date	28/12/2020
Contact person:	Max Power
Email:	maxpower@mail.com

Subject: Dissemination Service for Game Changer Project

Proposed activities:

- 2 Social Media Campaigns – 2 Ambassadors of Change trained: EUR 225*2 = EUR   450
- 3 Offline Social City Games – 45 participants: EUR 46*45 = EUR 2,070
- 4 Online Social Games in RPG – 48 participants: EUR 38*48 = EUR 1,824
  - **Total available budget = EUR 4,344.00**

COSTS QUOTATION:

Description of the cost	Type of Activity	Unit	Quantity	Cost per Unit	Total
Personnel: Trainer	Social Media Campaign	h	10	40.00€	400.00€
Personnel: Coach	Offline Social City Games	h	4,5	40.00€	180.00€
Personnel: Logistic Coordinator	Offline Social City Games	h	12	20.00€	240.00€
Photographer/videomaker	Offline Social City Games	h	30	30.00€	900.00€
Printing & Materials for participants	Offline Social City Games	Part	45	2.50€	112.50€
Refreshments for Participants	Offline Social City Games	Part	45	5.00€	225.00€
Safety equipments	Offline Social City Games	Part	45	3.50€	157.50€
Personnel costs: Game Master	Online Social Games RPG	h	16	35.00€	560.00€
Personnel costs: Coach	Online Social Games RPG	h	6	40.00€	240.00€

Total of costs	3,015.00 €
Service fee 15%	452.25 €
VAT 23% (if applicable)	797.47 €
Quote Total	**4,264.72€**