

Annex 1

Project Title: Legal Approximation towards European Standards in South Caucasus

Project N: N: 17.2129.9-004.00

Deadline for Service Completion: 15.10.2019 – 15.11.2019

The GIZ-Regional Program " Legal Approximation towards European Standards in South Caucasus Invites those interested to participate in the tender, who have the experience of developing videos and Situational / Reusable Illustrations and Comics for the electronic course in ethics in civil service invites you to participate in the tender with the following terms:

1. General description

On April 20, 2017, the Government of Georgia adopted the general rules of ethics and behavior in the public service of Georgia uniform for public servants. In addition to the Civil Service Bureau in previous years, the training course of Special Ethics was elaborated and the trainers trained and certified together with the Federal Academy of German Public Officials (DBB Akademie). Trainers trained approx. 600 public servants. This course accompanied the creation of a special guide. After adoption of rules by the Government, the first comment on the general rules of ethics and behavior in public service was created. Along with the Civil Service Bureau, an ethics platform is designed to identify the problems and cases in practice twice a year, to review them and to develop a unified approach for implementing the resolution effectively and correctly.

Today the number of people employed in public service is over. 40.000 covers both central and self-governing levels. In order to fully ensure ethical and integrity professional environment, all public servant should be able to increase their consciousness. In agreement with the Civil Service Bureau, the first electronic module was created in ethics issues.

At least 10 video clips must be created for the abovementioned e-course. The length of each video clip should be no more than 2 minutes. Video clips should be recorded on DVD.

Video / Animation Approximate Themes:

- Course registration process / stages
- Assign and delegate
- One working day for a conscientious objector
- Dialogue on difficult conversations

- Happy and unhappy employee
- Communication
- Other topics

And Situational / Reusable Illustrations and Comics no more than 15:

Situational / Reusable Illustrations and Comics:

- Strategic planning
- Use of resources
- Give feedback
- Gift
- Motivations
- Balance between private and public interests
- Work incompatibility
- Other topics

Character Selection / Identification;

Selection of key messages for subtitles;

Compose text for articulation;

Construct timing and thematic adhesion;

Developing the final script of the video;

Graphic design of each scene, motion graphics, articulation, sound selection, sound studio services, background music selection (copyright).

2. Tenderer and Bidding Requirements

1. The Bidder shall have experience in producing instructional videos, situational / Reusable illustrations and comics and shall provide supporting material.
2. The Bidder shall indicate the retail price of the video and situational / Reusable illustrations and comics (excluding days).
3. Execution date October 15 – November, 15 2019