



澳門特別行政區政府
Governo da Região Administrativa Especial de Macau
文化局
Instituto Cultural

Open Call for Proposals for Online Handicraft Teaching Application Rules

1. Objectives

In order to cooperate with the preventive measures against the novel coronavirus pneumonia of the SAR Government and to provide diverse support for local cultural and creative industries, the Cultural Affairs Bureau (IC) launches an open call for proposals for “Online Handicraft Teaching”, so as to provide residents with an optimized platform for creative exchange and promotion by allowing local creative and artistic practitioners to teach handicraft skills online and showcase their creative works. The open call for proposals for “Online Handicraft Teaching” will be held from 28 April until 15 May 2020.

2. Application Requirements

- 2.1 Applicant must hold a valid Macao SAR Resident Identity Card and be aged 18 or above (by the application deadline);
- 2.2 Applicant must be the instructor of the handicraft teaching proposal applied and have at least five times of instructing at handicraft teaching;
- 2.3 IC staff involved in this campaign should not apply for this application.

3. Application Documents

- 3.1 Applicant must submit the following documents:
 - 3.1.1 Completed “Application Form for Open Call for Proposals for Online Handicraft Teaching”;
 - 3.1.2 Photocopy of the applicant’s Macao SAR Resident Identity Card (front and back);
 - 3.1.3 Applicant’s profile and relevant experience (experience of participation as instructor in relevant activities, both locally and abroad, must be specified);
 - 3.1.4 Three to five images of finished products for online handicraft teaching.
- 3.2 Documents mentioned in item 3.1 can be submitted both in hard copy and soft copy. The hard copy must be printed on A4-sized paper and images must be color print; the soft copy must be submitted in the form of CD, USB or email to apply.DPICC@icm.gov.mo and each image must be in JPG format with no less than 300dpi (above 1MB);
- 3.3 Images mentioned in item 3.1.4 may be used for promotional purpose, please do not insert/show any words such as “sample”, “brand name” or any date on the images;
- 3.4 If any of the above-mentioned documents is not submitted, applicant must submit it within a specified period of time as informed by IC. Applicant who fails to submit the required documents within the specified period of time will not be considered;
- 3.5 If there are any discrepancies between the hard copies and soft copies of the application documents, the hard copies shall prevail;
- 3.6 Documents submitted will not be returned to applicant.

4. Application Method



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- 4.1 Submission of application document:
 - 4.1.1 Online: email to apply.DPICC@icm.gov.mo. If the file exceeds **10MB**, please provide proper link for download;
 - 4.1.2 By hand: submit in person or via a representative, the print or digital files (CD rom/USB) to the Cultural Affairs Bureau Building at Tap Siac Square, Macao, within office hours (Monday to Thursday, 9:00–13:00, 14:30–17:45; Friday, 9:00–13:00, 14:30–17:30).
- 4.2 Application dates: from 28 April until 15 May 2020;
- 4.3 Application documents must be submitted prior to the above-mentioned deadline and any documents submitted later than the deadline will not be accepted;
- 4.4 Enquiry (during office hours):
Ms. Wong or Ms. Lau
Tel.: 8399 6255 / 8399 6296
Email: apply.DPICC@icm.gov.mo

5. Selection Criteria

- 5.1 The handicraft teaching proposals are selected according to the below criteria:
 - 5.1.1 Originality and uniqueness of idea, design and handicraft product;
 - 5.1.2 Eligibility of the application requirements regarding the applicant's relevant experience as handicraft instructor.
- 5.2 If the number of eligible applications exceeds the presetting numbers of class, the handicraft teaching proposals will be selected by drawing lots;
- 5.3 Selected applicant will have the opportunity to be invited by IC to serve as instructor to make teaching videos for uploading on online platforms for residents to learn for free.

6. Providing Online Handicraft Teaching Videos

- 6.1 Selected instructor must make a handicraft teaching video with visual and audio clarity in accordance with submitted proposal. The teaching video should be original and with embedded subtitles (if it contains verbal description) or captions, and it should demonstrate clear and smooth steps for learning;
- 6.2 Selected instructor should take charge of all the materials and work related to video design, filming and post-production;
- 6.3 The teaching video should not exceed 15 minutes. The instructor can film it in fast motion or skip the repetitive steps by explaining that these steps are similar to the previous ones;
- 6.4 The video format must be MP4/AVI/MPG/WMV/MOV with a minimum resolution of 1920 x 1080;
- 6.5 Selected instructor must coordinate with IC for making the final handicraft teaching video. IC has the right to request the instructor to modify or re-edit the video for no more than three times. If the re-edited video still fails to meet IC's requirements, IC will only pay 80% of the filming and editing fees involved;



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- more than three times. If the re-edited video still fails to meet IC's requirements, IC will only pay 80% of the filming and editing fees involved;
- 6.6 The teaching video must be original and do not infringe any copyright and other rights of any third party. If failing to do so results in any litigation brought against IC, the selected instructor shall bear full legal responsibility and compensate IC for all losses incurred; if IC is the subject of a litigation because of infringement of a third party's copyright, the selected instructor shall assist IC in participating in the proceedings;
 - 6.7 The applicant must be the instructor of the teaching video and s/he should not assign any other person to teach the selected proposal. If violations are found, IC will not pay any fee relevant to this proposal and the applicant will be prohibited from participating in any Craft Market related activities in the next two years;
 - 6.8 In making the teaching video, selected instructor must comply with the legal regulations of Macao SAR in force, and where laws are violated, s/he must be liable for any legal consequences;
 - 6.9 The selected instructor must submit the final teaching video within ten working days after the receipt of the award notification. If the selected instructor fails to provide the video or would like to modify the teaching content, s/he must notify IC within five working days after the receipt of the award notification and can only proceed after getting IC's approval;
 - 6.10 IC is responsible for the promotion, uploading and maintenance of the selected teaching videos;
 - 6.11 If the open call for proposals for "Online Handicraft Teaching" is suspended or cancelled due to force majeure or responsibility of IC, IC will pay the fee incurred by the instructor in full after being verified by IC;
 - 6.12 If the instructor fails to provide the teaching video due to personal reason, IC will not pay any fee to the instructor;
 - 6.13 The intellectual property rights of the teaching video created by the selected instructor in fulfilling his/her responsibilities belong to IC. The selected instructor reserves the rights of individual nature stipulated in the copyright laws of Macao SAR;
 - 6.14 The selected instructor should not authorize a third party to use, copy or circulate the documents related to the selected proposal and its video without prior permission or consent from IC, except for teaching purposes by the instructor.

7. Final Provisions

- 7.1 Any dispute related to selected instructor's activities held during online handicraft teaching shall be subject to prevailing laws and regulations of Macao SAR and falls under jurisdiction of the court of Macao SAR;
- 7.2 IC reserves the right to final interpretation of the terms and conditions mentioned in the Rules and its decision shall be deemed as final.



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Open Call for Proposals for Online Handicraft Teaching Application Form

1. Applicant's Information

Name (in Chinese): _____ (other language): _____

Macao SAR Resident ID no.: _____

Address: _____

Tel: _____ Email: _____

Other contact person

Name: _____

Tel: _____ Email: _____

2. Proposal for Online Handicraft Teaching

Name of the teaching proposal: _____

Description of the handicraft teaching (please list in detail the required materials, teaching steps and description of the finished products, etc):

Instruction language: Cantonese; Mandarin; Portuguese; English

Estimated length of the video: _____ minutes



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3. Budget

No.	Item	Price (MOP)
1	Instructor fee	
2	Filming and editing fees	
	Grand Total (MOP)	

Notes:

1. Items listed in the budget table must be indicated in MOP;
2. Price of each item and grand total must be specified;
3. If there is an error in the calculation, the price of each item should prevail;
4. Filming and editing fees include all the expenses related to making the teaching video except the instructor fee;
5. Personal information provided by applicant is only used for the purpose of this campaign and will be treated in accordance with *Law No. 8/2005 – Personal Data Protection Act*.

Declaration

1. I have carefully read, understood and accepted the contents of the “Application Rules for the Open Call for Proposals for Online Handicraft Teaching” and agree to be bound by all terms and conditions;
2. I hereby declare and guarantee that all information provided in the application form is true and correct with no frauds and I shall bear all legal liability to the information submitted and handicraft teaching conducted.

Signature of Applicant
(As on ID card)

Date:

Documents Submitted

For IC's use only
Hard copy Soft copy

- | | | |
|---|--------------------------|--------------------------|
| 1. Photocopy of the applicant's Macao SAR Resident Identity Card | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Applicant's profile and relevant experience | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. 3-5 images of finished products for online handicraft teaching | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Missing documents: _____ | | |