



Dialogue for inclusive evidence-based policy development in Albania (ideAL)

Terms of reference

"Realisation of a series of Case Study Clips and short documentary based on Dialogue for inclusive evidence-based policy development in Albania funded projects (subgrantees - call 3)"

Contract no.:	IPA/2019/ 413-608
Project start date	06/01/2020
Project end date	06/07/2023



Funded by the
European Union

Project Title:	Dialogue for inclusive evidence-based policy Influencing in Albania Contract no.: IPA/2019/ 413-608
Subject of the contract:	“Realisation of a series of Case Study Clips based on Dialogue for inclusive evidence-based policy development in Albania funded projects’
Contracting Authority:	Co-PLAN, Institute for Habitat Development

1. Introduction

“Dialogue for inclusive evidence-based policy development in Albania’ (hereinafter referred to as ideAL) is an EU funded project jointly implemented by Co-PLAN, Institute for Habitat Development (Albania) and the European Policy Center (Belgium).

The project which started in January 2020, with a foreseen duration of 42 months, aims to contribute to the improvement of public policy dialogue in Albania, through strengthening policy dialogue in reform processes, and by facilitating engagement and dialogue between central and local state institutions and non-state actors. In more specific terms ideAL aims to facilitate interaction and collaboration between state actors and non-state actors and support structured and evidence-based policy dialogue in reform processes; to establish a capacity development platform to support non-state actors in areas related to public policy formulation, policy budgeting, implementation, monitoring, and evaluation; and, to set up a communication and learning platform on policy dialogue, to drive policymaking efforts, promote results, good practices, lesson learned, and continuous improvements.

The direct beneficiary and the main target group of the project are non-state actors including civil society organisation, think tanks carrying out policy analysis and advocacy on reform processes and EU, research institutes, independent researchers, journalists; and non-state actors including the Parliament of Albania and line Ministries, where sector reforms are being implemented and EU budget support is received, and the Ministry responsible for EU integration.

In the process, ‘ideAL’ has supported 21 initiatives to influence the policy-making cycle, from non-state actors including organizations or individuals. You can familiarize yourself with the supported initiatives below or by visiting www.ide-al.org.

2. Objective

As part of ‘Dialogue for inclusive evidence-based policy development in Albania’ we have realised a series of case study clips, reflecting on the initiatives supported as part of call 1 and call 2 opened and implemented under the project. We intend to realise the last round of a series of 5 qualitative video





clips reflecting on the experience of call 3, and 1 short documentary reflecting on the whole project implementation experience.

3. Scope of Work

In line with the project objectives, a series of didactic video clips are planned (a total of 5 + 1 short documentary) to help:

1. Provide core theoretical considerations to inform any actors on the cyclic approach, process,
2. Create a tradition and online repository based on the local context and accessible in the Albanian language, which can be used as teaching material actors, challenges, legitimacy, etc.;
3. Generate high visibility of supported initiatives;

4. Time frame

Timeframe for delivering the specified outputs is March 20, 2022 – April 20, 2023.

5. Qualification requirements for the Consultant

The Consultant should have previous experience in the realisation of (a) video clips/materials, (b) good applicable knowledge that ensure qualitative video material such as lighting, composition, perspective, etc.; (c) good video-editing skills;

6. Deliverables

In line with the above, the following is service and expertise is required:

- Preparation of written script for each clip, based on the requests of the Contracting Authority.
- Reflection of any changes requested by the Contracting Authority.
- Realisation of professionally filmed and edited 5 video clips, each with a minimum duration of 2 min and a short documentary reflecting on the numerous policy-influencing processes undertaken as part of the project (up to 8 - 10 minutes)
- Provision of all required technical expertise and equipment including: shooting venue, professional lighting, professional filming, professional audio registration (including voiceovers), professional editing, preparation and integration of graphic illustrations, all necessary corrections (colour, audio, etc.);
- Provision of all necessary archive, relevant footage or illustrating images as requested by the Contracting Authority.

7. Award Criteria

The best price-quality ratio is established by weighing technical quality against price on an 80/20 basis.

8. Application procedure

You can submit your tender offer by completing the Tender Form attached to this Invitation to Tender, together with the requested supportive documentation.





All documentation is to be submitted by March 15, 2023 electronically to the following addresses: co-plan@co-plan.org, aida_ciro@co-plan.org.

We look forward to receiving your offer which has to be sent no later than March 15, 2023. Please send it to the address and with the requirements given in part 8.

By submitting a tender you accept to receive notification of the outcome of the procedure by electronic means. If you decide not to submit an offer, we would be grateful if you could inform us in writing, indicating the reasons for your decision.



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