



SPARKING ACTIVISM INITIATIVES LOCALLY III

Terms of reference

"Realisation of video clips documenting activism initiatives across Albania"

Contract no.:	
Project start date	17/07/2023
Project end date	30/10/2023



Project Title:	Sparking Activism Initiatives Locally III - #shkendija
Subject of the contract:	'Realisation of video clips documenting activism initiatives across Albania'
Contracting Authority:	Co-PLAN, Institute for Habitat Development

1. Introduction

Activism is an important process for achieving bottom-up governance and ensuring democratic values are upheld. It is about members of the community who wish to work together to bring change and create opportunities for growth. "Sparking Activism Initiatives Locally" - SAIL 3, serves to mature the initial stages and continue the process with new applicants through the coaching and professional exchange process. The project aims to support the initiatives of activists and civil society organizations in urban and rural areas of the country that face numerous community problems but lack the knowledge and resources to advocate for and advance their causes.

The project aims to strengthen the internal capacities of a larger network of local CSOs and young activists in order to monitor, analyze, and implement concrete actions using an integrated approach, providing the target groups with both capacity development and advocacy experience. The project has two specific goals within its broad scope. (1) Specific Objective: Expand and strengthen a network of activists by enhancing their internal capacities to monitor, analyze, and undertake concrete steps/actions related in their local communities; and (2) Specific Objective: Promote and spread the culture of activism and advocacy nationwide by facilitating interaction and collaboration between activists, civil society organisations, media, researchers, etc.) and support structured and evidence-based policy dialogue in pressing issues and important democracy and governance processes;

2. Objective

In order to document and promote these processes, as means to inspire more activism initiatives around the country, 20 video clips will be realised, each focusing on one particular initiative. The objective of this assignment will be to conceptualise and realise a series of 20 clips depicting the process, challenges and highlights of the various initiatives - part of the #shkëndija program.

3. Scope of Work

In line with the assignment objective, a series of video clips is planned consisting of the following:

1. Develop initiative specific scenario for 20 initiatives spread across the country;
2. Liaise and coordinate with the activist/organisation at the center of the initiative;
3. Obtain all video footage and audio recording in-situ necessary to produce qualitative video clips.
4. Produce high quality video clips complete with all necessary graphic elements - as agreed with the contracting authority.

5. Time frame

Timeframe for delivering the specified outputs is July 17, 2023 – October 30, 2023.



6. Qualification requirements for the Consultant

The Consultant should have:

- Previous experience in the realisation of video clips/materials for similar topics;
- Previous relevant experience with the US Embassy in Tirana;
- Good applicable knowledge that ensure qualitative video material such as lighting, composition, perspective, etc.;
- Good video-editing skills;
- Ability to travel to various locations within limited timeframes;
- Professional and academic qualification related to the visual arts.

7. 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 20 video clips, each with a minimum duration of 90 seconds;
- Provision of all required technical expertise and equipment including: shooting venue if needed, 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.

8. Award Criteria

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

9. 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 June 30, 2023 electronically to the following addresses: co-plan@co-plan.org, aida_ciro@co-plan.org.

By submitting an offer you accept to receive notification of the outcome of the procedure by electronic means.