

## TERMS OF REFERENCE

<b>Program Title</b>	<b>“Advancing capacities for child rights”</b> - An EU funded project managed by European Union Office in Kosovo. Implemented by SOS Children’s Villages Kosovo in partnership with Handikos.
<b>Type of service</b>	A company for producing a video depicting results achieved under “Advancing capacities for child rights” project.
<b>Location</b>	Kosovo
<b>Type of Position</b>	Company
<b>Duration</b>	November – December 2022
<b>Expected date of commencement</b>	December 2022
<b>Reports</b>	SOS Children Villages Kosovo

### 1. Introduction

These terms of reference shall serve as an Invitation to Bid for companies to produce a video that depicts results achieved under “Advancing capacities for child rights” project.

### SOS Children’s Villages Kosovo

SOS Children’s Villages International is a global umbrella organization for 118 national associations of SOS Children’s Villages that operate with programs in over 2500 locations around the world. We work together to achieve a common goal: every child belongs to a family and grows up surrounded by love, respect, and security. We provide long-term family care in a unique way for children who have lost parental care (alternative care service), as well as work with vulnerable families and communities to strengthen families and prevent child abandonment (family strengthening service).

SOS Children's Villages Kosovo has been an actively operating in the field of social protection since 2001, providing direct and high-quality care services to children and youngsters without parental care through development of an alternative family care environment and community-based services for vulnerable families. Within the programs of the SOS Children’s Villages Kosovo and those for strengthening families, we work together towards our vision for a world where “every child belongs to a family and grows up with love, respect and safety”. The SOS

Children's Villages Kosovo work in partnership with institutions, state bodies, main stakeholders, main organizations, and service providers in the field of social protection for children in need, and creates opportunities for young people to be involved with their contribution and impact in the shaping and designing policies, as well as developing services and programs.

Purpose of the activity

The SOS Children's Villages Kosovo Foundation is interested for a company - producing a video depicting results achieved in the project "Advancing capacities for child rights".

SOS Children Villages Kosova in partnership with Handikos - Association of Paraplegics and Paralyzed Children of Kosovo, is implementing an EU-funded project managed by the European Union Office in Kosovo, titled "Advancing capacities for child rights."

The project aims to contribute to the strengthening, promotion, and protection of children's rights in social services as well as Civil Society Organizations that offer services to children.

The project's main objectives are as follows: enhancing Centres for Social Work and Civil Society Organizations' skills and knowledge to promote and protect children's rights; Provision of social services for children in need and their families, including psycho-social services, individual and group counselling, and rehabilitation services; Promoting and initiating a multidisciplinary approach to children's rights, and building capacities of community-based rehabilitation centres.

### **Producing an awareness video that lasts up to 5 minutes and its 60-second short version:**

- The video must be produced professionally and with high quality - preferably in HD 1080P format with Albanian subtitles.
- A version with subtitles in Serbian and English language
- The dynamic plan for the production of the video (the period of commencing and delivering the product) should be presented.

The awareness video is expected to be produced during the month: November – December 2022.

### **Company's capacities:**

Minimum skills required from the applicant company:

- The company must have sufficient and qualified human and technical resources to complete the work professionally and within the deadline set by the SOS Children's Villages Kosovo Foundation.
- Established experience in creating awareness campaigns/videos;

- Assessment of 3 video examples of similar work.

**Responsibilities:**

This video will be produced under direct supervision by the SOS Children's Villages Kosovo team.

Under direct supervision and instructions by the team, the company will provide the following:

- Develop a general video concept and script with a duration of up to 5 minutes and a short 60-second version;
- Secure parents' consent statements, if filming and engaging children under 18 years old is required;
- Prepare the video's script;
- Include subtitles in Serbian and English;
- Submit a draft of the video to the team for comments and suggestions and review them;
- Maintain regular contact with the SOS Children's Villages Kosovo team throughout the video's pre-production, production, and post-production phases.
- Ensure compliance with SOS Children's Villages visibility guidelines

**Tasks:**

- Submit general concept and scenario/script;
- Submit a draft video to SOS Children's Villages Kosovo team and address necessary/potential comments;
- Produce and deliver final product: video with a duration of up to 5 minutes and a short 60-second version;
- Submit 3 DVD copies of final product, one with Serbian subtitles, one with English subtitles and one without subtitles;
- Provide services in due time and without delay, in accordance with the terms of the contract signed between the bidder and the project.

**Deadlines:**

- Submit a maximum 1–2-page outline of the video production plan/script one week (7 calendar days) after signing the service contract.
- Deliver a video script and video structure no later than 2 weeks after signing the contract;
- Submit the first draft of the video within (4 weeks) of signing the contract;
- Address necessary/potential comments and suggestions given by the project team in accordance with deadlines set by project team's;
- Finalization of the video by the end of December 2022;
- All information related to the project, such as drafts/versions of the video, shall remain property of SOS Children's Villages Kosovo, which will retain exclusive rights to copyright and future use.

**Documents to be submitted:**

- Business Registration Certificate / UIN
- Financial bid signed and sealed, or will official logo
- Price must be in EUR, without VAT
- Company CV (video, portfolio or documents showing work examples).
- 3 video examples of similar work
- At least two references from previous work
- Contact: Company e-mail, telephone number

**The bid must be valid for 30 days after conclusion of the Invitation to Bid**

Selection criteria are:

<b>Criteria</b>	<b>Maximum points</b>
<ul style="list-style-type: none"><li>• The company has sufficient and qualified human and technical capacities to carry out work professionally and within deadlines set by the SOS Children's Villages Kosovo Foundation</li></ul>	30
<ul style="list-style-type: none"><li>• Assessment of 3 video examples of similar work</li></ul>	35
<ul style="list-style-type: none"><li>• Price of the financial bid</li></ul>	35
<b>Total</b>	<b>100</b>

Upon the signing of the contract, in the event of unsatisfactory performance, SOS Children's Villages Kosovo will negotiate with the selected company to change the work/materials. If the work performed falls short of expectations, the contract will be terminated by means of a seven

(7) days prior written notice. Meanwhile, SOS Children's Villages Kosovo will initiate a new selection process.

## **5. Duration of the contract and payment conditions**

Payment by SOS Children's Villages in Kosovo will be carried out upon acceptance of the work performed in accordance with the specifications described above. Payment will be made via bank transfer within 15 days of service being provided and approved.

## **6. Copyright and other proprietary rights**

SOS Children's Villages Kosovo shall hold the rights to all intellectual property and other proprietary rights, without any copyright limitations, regarding all of the above-mentioned specifications developed by the Contractor for SOS Children's Villages Kosovo under the contract.

All materials and other data prepared by the Contractor or received by the Contractor shall be the property of SOS Children's Villages Kosovo, shall be kept confidential and shall be delivered only to SOS Children's Villages Kosovo upon completion of the contract work.

### **Application:**

Bids must be submitted to the following e-mail address: [procurement1@soskosova.org](mailto:procurement1@soskosova.org) by: 15.11.2022 at midnight.