

**"Production of a Documentary with Best Practices of Albania – Kosovo IPA CBC Projects"**

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# **1. BACKGROUND INFORMATION**

## **1.1. Beneficiaries**

Ministry for Europe and Foreign Affairs in Albania

Ministry of Local Government Administration in Kosovo

## **1.2. Contracting Authority**

Ministry for Europe and Foreign Affairs, Albania

## **1.3. Relevant programme/project background**

Albania and Kosovo are fully engaged to achieve continuous progress in the integration process of both countries into the European family. The EU provides support in this direction through its financial mechanisms. In the framework of the 2007-2013 IPA Component II supporting cross-border cooperation (CBC) at Western Balkans internal borders, Albania and Kosovo had the opportunity to experience for the first time this type of programme between the two countries since 2010.

The new 2014-2020 document of IPA CBC programme Albania-Kosovo was adopted by the European Commission in December 2014. The Programme is being supported by especially devoted allocations for Technical Assistance (TA). The Technical Assistance is managed by the Ministry for Europe and Foreign Affairs (MEFA) in Albania in partnership with the Ministry of Local Government Administration (MLGA) in Kosovo with the support of a Joint Technical Secretariat (JTS) with main office in Kukes, Albania, and Antenna in Prizren.

The Purpose of the TA is two-fold:

1. To ensure the efficient, effective, transparent and timely implementation of the CBC Programme
2. To raise awareness of the Programme amongst national, regional and local communities and, in general, the population in the eligible Programme area.

## **1.4. Current state of affairs in the relevant sector**

One call for proposals under IPA CBC Albania-Kosovo 2014-2020 has already been launched in February 2017 and 5 contracts are signed and about to initiate the implementation.

The documentary shall be part of a Visibility Event that will be organised in the framework of the 2007-2013 implementation of the Programme. The aim of this event is not only to promote the programme's achievements taking as reference the implemented projects, but also to sound out the opinion of the programme beneficiaries to draw lessons and get recommendations to improve future performance.

The event foreseen to be organised in June 2018, will also serve to boost the visibility of the EU-funded CBC programme, gathering the relevant Ministers and the head of DEUs from the two countries, while introducing an interested audience the new cooperation possibilities open under the current financial cycle (2014-2020).

## **1.5. Related programmes and other donor activities:**

N/A

## **2. OBJECTIVE, PURPOSE & EXPECTED RESULTS**

### **2.1. Overall objective**

The overall objective of the assignment of which this contract will be engaged is as follows:

- To support the national authorities of Albania and Kosovo in ensuring the efficient promotion of the Cross-border Cooperation Programme Albania – Kosovo Purpose

The purpose of this contract is as follows:

- To increase the visibility of the CBC programme Albania-Kosovo through the production of a documentary of best practices from the implemented projects under IPA I perspective.

### **2.2. Results to be achieved by the Contractor**

A documentary for the CBC programme Albania-Kosovo 2010-2013 achievements shall be produced and disseminated in relevant visibility events of the programme.

## **3. ASSUMPTIONS & RISKS**

### **3.1. Assumptions underlying the project intervention**

N/A

### **3.2. Risks**

Postponement of the event's organisation in due time, might jeopardise the organization of the Visibility Event itself.

## **4. SCOPE OF THE WORK**

### **4.1. General**

#### **4.1.1. Description of the assignment**

A documentary on best practises from CBC Programme Albania-Kosovo 2010-2013 shall be produced in order to present the results of seven projects implemented, the impact in the cross-border area, including sharing of experiences and challenges encountered.

Such documentary shall reflect all aspects of the Programme, from the support from the Operating Structures with trainings and direct support or monitoring, to the direct work of the contracting parties with the beneficiaries, activities undertaken, issues of concern, cooperation with other stakeholders (from central government to local government, NGOs, chambers of commerce, schools, education units, citizens).

The documentary will ensure direct interviews with the Operating Structures, EUD AL, contractors, beneficiaries, final beneficiaries and a series of meetings will be conducted in the field in order to get the direct impact of the implemented projects.

List of the projects:

<b>Title of the Action</b>	<b>Duration</b>	<b>Location</b>
Environmental Protection and Waste Management  Starting date: 15 Sept 2014	18 months	Albania:Kukes  Kosovo: Prizren, Suhareka
Green Business  Starting date: 15 Sept 2014	18 months	Albania: Kukes  Kosovo: Gjakova
Youth Participation for Enhanced Democratisation of Society  Starting date: 15 Sept 2014	12 months	Albania: Kukes  Kosovo: Prizren
Social Integration through non-formal Education  Starting date: 15 Sept 2014	15 months	Albania: Tropoja, Shkodra  Kosovo: Prizren
Social Inclusion to vulnerable groups  Starting date: 15 Sept 2014	15 months	Albania:Kukes  Kosovo: Prizren
Promote Eco-Tourism through fostering "Quality Logo Products" of Albanian Traditional agricultural products and touristic sites  Starting date: 15 Sept 2014	18 months	Albania:Kukes  Kosovo: Prizren, Suhareka
Living on the Border  Starting date: 02 Nov 2015	16 Months	Albania: Kukes  Kosovo: Prizren

The Documentary will be shot in Kukes and Shkodra region on the Albanian side and in the South and West economic region on the Kosovo side and shall serve as live proof of what has been achieved in the programme area. It may serve as lesson learnt and show what has been implemented successfully but also what were the challenges, obstacles and how they were overcome.

All products that the beneficiaries have produced shall be collected from the JTS (including photos, audio-video productions, brochures, leaflets, etc) to be put at the disposal of the Company that will be hired to perform the task. In addition, the scenario of the documentary will be jointly elaborated by the respective Ministries in Albania and Kosovo, EUD, EUO, JTS.

The languages of the Documentary shall be in Albanian or English and translated with subtitles in English or Albanian.

**Timing, steps, responsibilities:**

After 2 weeks of assignment, the contractor should present a working plan, a summary of the documentary.

After 1 month of assignment, a draft documentary should be produced and validated by the OS within 1 week from the submission, and after that the final documentary should be produced.

#### **4.1.2. Geographical area to be covered**

Albania and Kosovo, mainly in the eligible area of the Programme covering Kukës and Shkodra region on the Albanian side and the South and West economic region on the Kosovo side. Interviews may be conducted also in Tirana and Prishtina.

#### **4.1.3. Target groups**

All contracted projects under IPA CBC Albania-Kosovo 2010-2013, final beneficiaries, project partners, representatives of the OSs, local stakeholders impacted by the projects, citizens, etc.

#### **4.2 Project management**

A company working in the field of audio-visual production shall be contracted to produce the documentary.

The Contractor in charge of carrying out the action will execute the following activities in coordination with the OSs/JTS:

- Review all completed documents, products, photos, videos, brochures, leaflets, etc from all the contracts of IPA CBC AL-KS 2010-2013 in coordination with the JTS.
- Respect the guidance and recommendations included in section 4.1.1 above.
- Provide a scenario of the documentary
- Conduct interviews with all stakeholders that are part of the Programme
- Prepare a high quality documentary in both long version of 15-20 minutes, to short version of 5-7 minutes (the latter will be shown during the Visibility Event)
- The documentary should be property of the Contracting authority

#### **4.1.4. Responsible body**

Ministry for Europe and Foreign Affairs (Albania), JTS.

#### **4.1.5. Facilities to be provided by the Contracting Authority and/or other parties**

N/A

### **5. LOGISTICS AND TIMING**

#### **5.1. Location**

Albania and Kosovo

#### **5.2. Commencement date & Period of implementation of tasks**

The intended commencement date will be May 2018 and the implementation period of the contract will be **1-2 months from the starting date.**

## 6. REQUIREMENTS

### 6.1. Personnel

This Terms of Reference contain the expert's profile that the tenderer must be compliant with. The latter shall submit the CVs of the staff (team) who is to provide the service, supporting documents of those CVs and the Letter of interest where the financial offer should be included.

In addition, the Audio-Visual Company may have a team with the following requirements:

Education: Relevant education/training in the field of Journalism/film making/documentary making.

Professional experience: At least two years experience in the field of documentary production, particularly, professional experience in high-level videography, audio-visual features, documentary/film-making, script-writing.

Demonstrated experience through **two** documentaries that have been produced at national or regional level.

The name of the Team Leader and his/her experience shall be clearly mentioned in the Letter of Interest.

Prior experience developing features for other donors is desirable and an added advantage.

### 6.2. Office accommodation

The Contractor will have his/her own office and/or studio.

### 6.3. Facilities to be provided by the Contractor

N/A

### 6.4. Equipment

No equipment is to be purchased on behalf of the Contracting Authority / beneficiary country as part of this service contract or transferred to the Contracting Authority / beneficiary country at the end of this contract.

## 7. REPORTS

### 7.1. Reporting requirements

After 2 weeks of assignment, the contractor should present a working plan, a summary of the documentary and after 2 months of assignment, a draft documentary should be produced and validated by the OS within 1 week from the submission, and after that the final documentary should be produced.

## 8. BUDGET

The maximum indicative budget available for this task is **EUR 5000**, including all taxes. The applicants should clearly demonstrate their financial offer related to this assignment in the Letter of Interest.

## **9. MONITORING AND EVALUATION**

### **9.1. Definition of indicators**

The assignment will be monitored by the Directorate of EU Funds at MEFA and Division for Cross-Border Cooperation at MLGA as well as from the JTS. The monitoring process should take into account the quality of the deliveries provided by the Company.

### **9.2. Special requirements**

N/A