# Reference number: 2020/01

# OPEN TENDER CALL FOR THE PRODUCTON OF A DOCUMENTARY ON SUSTAINABLE DEVELOPMENT IN KOSOVO

**Subject: Call for Application for Production of A Documentary on Sustainable Development in Kosovo**

BIRN Kosovo, within the “Europeanization of Kosovo’s Environmental Agenda”, an EU-funded project, opens this tender call to submit your proposal as per Terms of References “TOR” as specified in this Request for Applications and its attachments (hereinafter called “the RFA Documents”). The companies are invited to submit one application.

**APPLICATIONS SHALL BE ADDRESSED TO:** **diellza.salihu@birn.eu.com** **followed by the subject line “Tender Call Application with Ref. no: 2020/01 – Documentary Production - [NAME OF THE APPLICANT]”, at latest by 15/12/2020 23:59.**

**\*The maximum amount that will be offered for the production of the documentary is EUR 30,000.**

This RFA consists of this document the following annexes:

Annex A: Application;

Annex B Terms of Reference;

Annex C: Methodology and plan for performing the service;

Annex D: Budget Proposal.

**Deadline for submission of applications: on or before 15/12/2020 at 23:59 (CET).**

## *Annex: A Qualification Information Form*

**General Information**

|  |  |
| --- | --- |
| 1. Applicant’s (Service Provider) Full Legal Name:[[1]](#footnote-1) |  |
| 2. Street Address: | Postal Code: | City: | Country: |
| 3. P.O. Box and Mailing Address: |  |
| 4. Telephone Number:  |  |
| 5. Fax Number: |  |
| 6. E-mail Address: |  |
| 7. Website Address: |  |
| 8a. Contact Name: |  |
| 8b. Contact Title: |  |
| 9. Corporate Seat: |  |
| 10. Type of Business: |  |
| 11. Year Established: |  |
| 12. Number of Staff Employed: |  |
| 13. Parent Company, if any (full legal name):  |  |
| 14 Tax Verification[[2]](#footnote-2)  |  |

**Financial Information**

|  |
| --- |
| 15. For the last five financial years: |
| Year | Turnover (EUR) | Working Capital (EUR) |
|  |  |  |
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|  |  |  |

**Experience**

|  |
| --- |
| 16. Contracts of similar scale/volume during the last five years: |
| Customer Name and Contact Details | Value (EUR) | Year | Description of Services Provided[[3]](#footnote-3) | Country |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

## Key Personnel

|  |
| --- |
| ***Note****: Please list the Key Personnel proposed for performing the Services and attach their CV(s).* |

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 5: Banking details**

|  |  |
| --- | --- |
| 1. Name of Bank: |  |
| 2. Account Number: |  |
| 3. Account Name: *Must be in the name of the vendor* |  |
| 4. BIC: |  |
| 5. IBAN: |  |

Signature of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **TERMS OF REFERENCE**

**“Production of a documentary on the developments in the energy and environment sector in Kosovo”**

# Background

Since the post-war period, Kosovo has faced a general transition in various fields, one of them being the environment.

Kosovo is rich in various assets such as mountains, rivers and an abundant nature to meet the requirements for drinking water supply, fertile land, etc. Kosovo is also rich in lignite, which supplies 97% of the total electricity production in Kosovo.[[4]](#footnote-4) This lignite consumption is one of the largest air pollutants in Kosovo. The area of ​​Obiliq, where coal power plants *”Kosova A dhe B”* are located is faced with a black cloud of smoke on a daily basis. This translates into respiratory diseases and other illnesses due to Kosovo’s population being affected by particles released from coal burning of the thermo plants.

Environmental degradation is also present in rivers. Small hydropower plants under operation (of which the Republic of Kosovo has 14) or those in construction (21 which are in various stages of construction) have encountered resistance from local communities, which are affected by these hydro plants.

Environmentalists and economists have also raised concerns that the economic benefit of these plants is not worth the cost of the environmental damage and the damage that these projects are causing to agricultural activities of the farmers in the area. The general mandatory state target for the share of energy from Renewable Energy Sources (RES) to gross final energy consumption in 2020 is 25%. It was set out in the Council Decision Ministers of the Energy Community D / 2012/04 / MC-EnC on the implementation of the Directive 2009/28 / EC and amending Article 20 of the Energy Community Treaty.

Kosovo aims a higher target corresponding to 29.47% of gross final energy consumption by 2020,[[5]](#footnote-5) however, Kosovo is still putting its limited water resources into pipes of hydro plants, causing a lot of pain to inhabitants in Kosovo.

Environmental policy-making in Kosovo is done without the participation of citizens in public consultations, and public debates on energy projects hardly ever happen. The way that Kosovo is behaving towards its nature is directly affecting the country's flora and the fauna. Kosovo is not only losing its water to hydropower plants but also losing its trees to the fact that people use wood and coal as the cheapest domestic heating tools. Thus, winters in majority of Kosovo towns are noted with the biggest pollution air levels in the world, not just Europe. Lately, many studies have shown the links between lack of concentration and low intelligence quotient (IQ) in kids with polluted air. As a side note, Kosovo has the youngest population in Europe who appear to be scoring in the bottom of PISA results[[6]](#footnote-6), which measures the level of knowledge of high schoolers around the world.

Globally, the chain of environmental impacts continues with rising temperatures as a result of global warming causing an increase in the ozone hole due to large emissions of smoke. Furthermore, the effect of greenhouse gases and aerosols, water pollution has been penetrated due to the discharge of toxic substances and wastes.

To illustrate the situation presented above and further analyze it, an up to sixty-minute documentary on the developments in the energy and environment sector in Kosovo, within the “Europeanization of Kosovo’s Environmental Agenda” project will be produced. The documentary will serve to raise public awareness and inform the citizens on the damage that it is being done to the environment in Kosovo.

The main objective of this tender call for applications is to contract a professional production company in Kosovo, preferably with enviromental experience, to produce an up-to-60-minute documentary. The documentary needs to be a follow-up to “Kingdom of Coal[[7]](#footnote-7)”, BIRN documentary that won Best Green Doc award in Dokufest, Prizren, in 2011. This documentary will utilize acquired information from the affected citizens by environmental degradation, local communities, from civil society organizations, environmental activists, public officials, relevant ministries and other relevant public institutions, energy and environmental experts, health experts, journalists, professors of environmental engineering, energy efficiency and climate change, international health and environment organizations, as well as EU and other international donors that have contributed to the protection of environment in Kosovo, to raise awareness amongst the wider public on the importance of healthy and sustainable environment.

This activity will be implemented in 2021.

# 2. Services to be provided

The production of the documentary will be implemented under direct supervision of the “Europeanization of Kosovo’s Environmental Agenda” Project Team.

Under the direct supervision and guidance of the project team, the service provider will deliver the following:

## 2.1. Develop the up-to-60-minute documentary film’s overall concept and scenario on the developments in the energy and environment sector in Kosovo;

## 2.2. Interview selected interviewees for the documentary, including but not limited to the affected citizens by environmental degradation, local communities, civil society organizations, environmental activists, public officials, relevant ministries and other relevant public institutions, energy and environmental experts, health experts, journalists, professors of environmental engineering, energy efficiency and climate change, international health and environment organizations, as well as EU experts and other international donors that have contributed to the protection of environment in Kosovo;

## 2.3. Conduct field work for the needs of developing the documentary, including relevant representatives from all communities in Kosovo;

2.4. Provide parental consent statements when filming and engaging children under the age of 18;

## 2.5. Develop the documentary script;

## 2.6. Subtitle the documentary in English, Albanian and Serbian languages;

## 2.7. Subtitles should be placed into the same video project in synchrony with interviewees speaking Albanian or Serbian. In case of other languages, both subtitles in Albanian and Serbian languages shall be used simultaneously, if technically possible;

## 2.8. Present a draft documentary to the project team for comments and suggestions & review them;

## 2.9. Keep in regular contact with the BIRN project team throughout the pre-production, production, and post-production of the documentary;

## 2.10. Promote the documentary through the social media. European Union and project partner organizations` logos and disclaimer should be displayed on the documentary, as previously approved by the project team;

## 2.11. Ensure adherence to EU’s communication and visibility guidelines, as communicated by the Project Manager.

# 3. Expected Deliverables/Outputs

## 3.1. Reach out and meet with project stakeholders in the field to collect and record data;

3.2. Present overall concept and scenario/script;

## 3.3. Present draft documentary to the project team and address the necessary/potential comments;

## 3.4. Promote European Union and project team organizations` with logo and disclaimer in the end of the film;

## 3.5. Produce and deliver the final product: an up-to-60-minute documentary and two teasers/trailers on developments in the energy and environment sector in Kosovo as a follow up on the issues raised in “Kingdom of Coal” documentary produced in 2011;

## 3.6. Promote the documentary through social media (including Facebook, Twitter and Instagram);

## 3.7. Deliver 2 DVD copies of the final product with subtitles in English, Albanian and Serbian languages as well as 1 DVD of the editable documentary without subtitles, which can be used or reedited in future by the project team;

## 3.8. Deliver services without delay and in a timely manner, as per terms of references or agreement with project manager;

## 3.9. Submit all invoices and necessary administrative materials to the project team upon completion and delivery of services as required with the ToR.

# 4. Main Performance Indicators

## 4.1. Submit a maximum of three-page draft plan/script outline for producing the documentary and the two teasers/trailers within three (3) weeks of signing the service contract;

## 4.2. Submit the script and structure of the documentary no later than two (2) months from the signing of the contract;

## 4.3. Provide the first draft of the documentary within eight (8) months from the date of signing of the contract;

## 4.4. Address the necessary/potential comments and suggestions provided by the project team in accordance to the deadlines set by the project team;

## 4.5. Ensure language proficiency throughout the subtitling of the documentary and teasers/trailers processes in Albanian, English, and Serbian languages;

## 4.6. Finalize the documentary and the two teasers/trailers within the given deadlines from the date of the signing of the contract;

## 4.7. All information pertaining to this project such as drafts/versions of the documentary shall remain property of the project team, which will retain exclusive rights over copyright and future use.

# 5. Time Frames and Milestones

## 5.1 All due dates are based on the day of the signing the contract;

## 5.2 The contract will be implemented between the date signed and end of December 2021.

# 6. Payments

As per quoted prices for services under this **RFA number 2020/01:**

## 6.1 1st instalment will be paid upon the submission of a storyboard and script for the documentary;

6.2 2nd instalment will be paid upon submission of the first draft of the documentary and one teaser;

## 6.2 3rd (final) instalment will be paid when the final product (documentary and trailer) with subtitles in English, Albanian and Serbian languages is submitted.

# 7. Risks and Constraints

## 7.1. The production of the documentary heavily relies on collection of fieldwork, data and interviews with stakeholders and target audience. The presence of the COVID-19 pandemic would affect the approach/way of fieldwork data collection.

# 8. Communication with Project Team

## 8.1. Project team will coordinate/communicate with the Producer from the service provider;

## 8.2. The services will be provided in Albanian and Serbian and English languages;

## 8.3. The service provider will be available in a timely manner during working hours, to provide information to the project team when needed.

# 9. Minimum Qualifications of the Service Provider

The service provider will be required to meet the following criteria:

## 9.1. The service provider and/or its core team must have at least three (3) years of experience in the production of film/reportage/documentary programs;

## 9.2. Have excellent technical capacities (high quality of filming equipment) to ensure excellent quality production;

## 9.3. Have high-level capacity in editing techniques, production, and storytelling;

## 9.4. Have documented work experience in the area of film/reportage/documentary writing, directing, editing and producing;

## 9.5. Have a qualified and experienced staff in producing film/reportages/TV documentaries, with excellent references acquired from the implementation of similar projects; [[8]](#footnote-8)

## 9.6. The service provider shall have experience in producing films/reportages/documentaries that relate to energy efficiency, environmental degradation and/or climate change in the past;

## Have the ability to provide at least three samples of previously produced documentaries.

# 10. Evaluation Methodology

## *Administrative Evaluation*

## *Administrative requirements of this RFA include:*

* 1. Proof of business/certificate of registration and tax registration in the country of operation;
	2. Key Personnel CVs;
	3. Tax certificate at the Tax Administration of Kosovo that shows whether the service provider's tax obligations are in accordance to laws, rules and regulations;
	4. Three samples of previously produced documentaries;
	5. Tender Application Annexes:
		1. Annex A: Qualification Information Form;
		2. Annex C: Description of the Approach, Methodology and Work Plan;
		3. Annex D: Budget Proposal.

If the applicant fails to provide any of the administrative requirements, the application shall be rejected at this stage.

## *10.2 Technical Evaluation*

## The Most Cost-Effective Selection:

Each application will be evaluated on specific below-mentioned points of technical requirements contained in the RFA Documents by applying the “the most cost-effective” approach as per below specified criteria:

**10.2.1 Specific experience**

1. The service provider and/or its core team must have at least three (3) years of experience in the production of film/reportage/documentary programs;
2. Have documented work experience in the area of film/reportage/documentary writing, directing, editing and producing;
3. Have excellent technical capacities (high quality of filming equipment) to ensure excellent quality production;
4. Be able to prove expertise on environmental field high-level capacity in editing techniques, production, and storytelling;

The company should be able to carry out the assignment in English, Albanian and Serbian language.

* + 1. **Key Personnel Competences and Qualifications**
		2. The Service Provider must have a qualified and experienced staff in producing TV documentaries, with excellent references acquired from the implementation of similar projects; [[9]](#footnote-9)
		3. At least one of the proposed key team members are filmmakers or journalists who have investigated and reported on coal issues, energy efficiency, environmental degradation and/or climate change in the past.

**10.2.3 Proposal, work plan, and methodology in accordance to TOR**

i**.** The potential service provider shall provide a proposal for the implementation of the documentary reflecting the scope of services as required in this Terms of Reference and representing the capability to provide the required services.

The minimum technical score required to pass technical evaluation is: 60 points/80 points.

The project team will select the service provider that submits the best cost-effective application among those responsive to the technical requirements set out in the Terms of Reference.

**Annex: C**

## *Description of the Approach,* Methodology and Plan for Performing the Service;

*[Provision of this Annex with bid is mandatory –* ***DO NOT INCLUDE ANY FINANCIAL INFORMATION IN THE TECHNICAL PROPOSAL]***

Signature of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex D: Budget Proposal**

***PLEASE SUBMIT THE SIGNED/STAMPED FINANCIAL OFFER (ANNEX D) AS A SEPARATE DOCUMENT TO THE TECHNICAL PROPOSAL***

**Budget Proposal**

|  |  |  |
| --- | --- | --- |
| **Cost Component** | **Quantity****(if applicable)** | **Price in Euro (excluding VAT)** |
| Phase 1: Preparation of of a storyboard and script for the documentary (as per requirements of the ToR) | Lump sum |  |
| Phase 2: Submission of the first draft of the documentary and one teaser (as per requirements ToR) | Lump sum |  |
| Phase 3: Submission of the final product (documentary and trailer) with subtitles in English, Albanian and Serbian languages to the project team (as per requirements ToR) | Up to 60 minutes documentary |  |
| **TOTAL PRICE in Euro (without VAT[[10]](#footnote-10))** |  |  |

Signature of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Business Registration Form/Certificate to be provided with the full application package and are registered in Kosovo. [↑](#footnote-ref-1)
2. Tax certificate at the Tax Administration of Kosovo should be received that shows whether the service provider's tax obligations are in accordance to laws, rules and regulations. [↑](#footnote-ref-2)
3. Description of services provided should be explained in up to 50 words. Insert links of the service provided. [↑](#footnote-ref-3)
4. https://mzhe-ks.net/sq/energjia-dhe-minierat#.X0j-4ZMzbOR [↑](#footnote-ref-4)
5. http://www.kryeministri ks.net/repository/docs/PLANI\_KOMBETAR\_I\_VEPRIMIT\_PER\_BURIMET\_E\_RIPERTERITSHME\_TE\_ENERGJISE\_(PKVBRE)\_2011-2020.pdf [↑](#footnote-ref-5)
6. https://www.oecd.org/pisa/publications/PISA2018\_CN\_KSV.pdf [↑](#footnote-ref-6)
7. <https://vimeo.com/28472377> [↑](#footnote-ref-7)
8. References from the implementation of similar projects and ***CVs of the proposed team*** must be submitted with the full application. [↑](#footnote-ref-8)
9. References from the implementation of similar projects and ***CVs of the proposed team*** must be submitted with the full application. [↑](#footnote-ref-9)
10. European Union funds are free of VAT hence VAT is not eligible and cannot be paid for this open tender call. For more information please refer to the Public Explanatory Decision 01-2019 for tax treatment of imports and purchases financed or co-financed directly by the European Commission, which can be found at the TAK webpage: http://www.atk-ks.org/en/publications/shpjegime-publike-en/. [↑](#footnote-ref-10)