# Reference number: 2021/01

# RELAUNCH OF OPEN CALL FOR APPLICATIONS TO PRODUCE A DOCUMENTARY ON SUSTAINABLE DEVELOPMENT IN KOSOVO

**Subject: Call for Applications to Produce a Documentary on Sustainable Development in Kosovo**

BIRN Kosovo, as part of the EU funded “Europeanization of Kosovo’s Environmental Agenda” project invites applicants to submit proposals that meet the requirements outlined in the Terms of Reference, which are specified in this Request for Applications and its attachments (hereinafter “the RFA Documents”). Interested companies may submit only one application.

**APPLICATIONS SHALL BE ADDRESSED TO:** **diellza.salihu@birn.eu.com** **followed by the subject line “Tender with Ref. no: 2021/01 – Documentary Production - [NAME OF THE APPLICANT]”, by March 12, 2021, at 23:59 at the latest.**

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

The RFA consists of the following annexes:

Annex A: Application;

Annex B Terms of Reference;

Annex C: Methodology and plan for performing the service;

Annex D: Budget Proposal;

Annex E: Storyboard/Outline of the Documentary.

**Deadline for submission of applications: Before 23:59 on March 12, 2021.**

**Delivery time: As per ToR**

**Validity of Offer: 60 days (minimum)**

## *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 three financial years:[[3]](#footnote-3) |
| Year | Turnover (EUR) | Working Capital (EUR) |
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**Experience**

|  |
| --- |
| 16. Contracts of similar scale/volume during the last five years:[[4]](#footnote-4) |
| Customer Name and Contact Details | Value (EUR) | Year | Description of Services Provided[[5]](#footnote-5) | 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 including mountains, rivers and an abundant nature to meet the requirements for drinking water supply, fertile land, etc. Kosovo is also sufficient in lignite, which supplies 97% of the total electricity production in Kosovo.[[6]](#footnote-6) This lignite consumption is one of the largest air pollutants in Kosovo. The area of ​​Obiliq/Obilić, where the coal power plants KosovaA and 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. One of the biggest pollutants of rivers in Kosovo remains the degradation of riverbeds by illegal waste and illegal sewage waters pumped into rivers. Meanwhile 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,[[7]](#footnote-7) 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[[8]](#footnote-8), 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 request for proposal is to contract a professional production company in Kosovo, with environmental experience, to produce an up-to-60-minute documentary. The documentary needs to be a follow-up to “Kingdom of Coal[[9]](#footnote-9)”, 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 (the role of the project team will solely be to provide funding and feedback on the script and other documentary related deliverables, i.e., any further assistance should not be expected by the production teams);

## 2.10. Promote the documentary through 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 re edited in future by the project team;

## 3.8. Deliver services without delay and in a timely manner, as per the set conditions in the contract between the bidder and the project.

# 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 one (1) month from the signing of the contract;

## 4.3. Provide the first draft of the documentary within six (6) 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 2021/01:**

## 6.1 1st instalment will be paid upon the submission of a final storyboard and script for the documentary, which builds on the initial storyboard submitted with this bid;

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, and the COVID-19 pandemic will affect the approach and means of fieldwork and data collection. The bidder should reflect on mitigation of these risks in the methodology.

# 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. The service provider should have qualified and experienced staff in relation to producing film/reportages/TV documentaries[[10]](#footnote-10)

 9.2.1. The production team must have at least one producer and one (TV) director with at least three (3) years of experience in the production of film/reportage/documentary programs;

 9.2.2. The production team must have at least one journalist and one editor with at least three (3) years of experience in televised/documentary journalism;

 9.2.3. The production team must have at least one scriptwriter with at least three years of experience in film/documentary scriptwriting;

 9.2.4. The production team must have at least one video editor with at least three years of experience in video editing;

9.2.5 At least one of the proposed key team members listed above (outside of the video editor) should have proven experience in reporting on issues relating to the coal industry, energy efficiency, environmental damage and/or climate change;

## 9.3. Have excellent technical capacities (high quality of filming equipment, i.e, at least two cameras, audio microphones/equipment, lighting equipment, PC workstation, drone) to ensure excellent quality production;[[11]](#footnote-11)

## 9.4. The service provider should have produced at least one documentary/reportage/program related to energy efficiency, environmental degradation and/or climate change in the past;

## 9.5. Provide at least three samples of previously produced documentaries i.e., provide documented work experience in the area of film/reportage/documentary production.

\*Note: The company should be able to carry out the assignment in the English, Albanian and Serbian languages.

# 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 and that the company has no outstanding debts;
	4. Three samples of previously produced documentaries and references;
	5. Financial statements detailing information for the last three financial years;
	6. List of technical equipment that the company possesses. In case the company does not own any technical equipment, a commitment letter that the equipment will be rented or borrowed (issued by the renter/borrower);
	7. Filled out 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;
		4. Annex E: Storyboard/Outline of the Documentary explaining the concept of the documentary proposed by the bidder.

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

## *10.2 Technical Evaluation*

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:

*Stage I of the Evaluation:*

**10.2.1 Proposal, work plan, and methodology in accordance with the ToR (35 points)**

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.

**10.2.2. Storyboard/Documentary Outline (35 points)**

i. The potential service provider should provide a storyboard/Documentary Outline over a maximum three pages, together with the mandatory attachments outlined in this RFP. An evaluation based on the quality of the proposal will be conducted by the evaluation commission.

*Final Stage:*

10.2.3. Pitching Sessions (10 points)

* Pitching sessions will be organized for the shortlisted companies. Shortlisted companies include the three businesses with the most awarded points or those achieving 75 points of out 90, including the financial proposal.

Based on the above criteria, a bidder may obtain a maximum 90 points in the technical proposal.

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.

**TECHNICAL EVALUATION**

|  |  |
| --- | --- |
| **EVALUATION GRID** | **Maximum score** |
| Proposal, work plan, and methodology in accordance with the ToR  | 35 points |
| Storyboard/Outline of the documentary | 35 points  |

**FINANCIAL PROPOSAL**

|  |  |
| --- | --- |
| **Financial Proposal/ cheapest price has maximum score** | 20 points |

**PITCHING SESSION**

|  |  |
| --- | --- |
| Pitching session | 10 points  |

The best value for money is established by weighing technical quality against price on an 80/20 basis.

**\*Note:** The evaluation will be conducted on the basis of the quality of the proposal, outline and offer price. The last stage of the evaluation will be the pitching sessions, which will be done with the three companies that record the highest scores in the evaluation, as well as any other companies recording 75 points.

The project will select a three-member jury to evaluate the proposals.

The project reserves the right to drop the process at any stage, should it not be in accordance to expected standards and guidelines.

If not satisfied with the result, the applicant may submit a complaint to the project team within seven (7) days of receipt of the rejection decision.

**IMPORTANT: The project will reject any and all applications that fail to submit any of the mandatory documents (Annex A, Annex C, Annex D and Annex E) and requested attachments such as certificates, CV's and other supporting documents proving previous experience and qualifications.**

**Annex: C**

## *Description of the Approach,* Methodology and Plan for Performing the Service (Up to a maximum of two pages);

*[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 final 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 minute documentary |  |
| **TOTAL PRICE in Euro (without VAT[[12]](#footnote-12))** |  |  |

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

**ANNEX E - STORYBOARD/OUTLINE OF THE DOCUMENTARY (Max 3 pages)**

*Provision of ANNEX E with bid is mandatory –* ***DO NOT INCLUDE ANY FINANCIAL INFORMATION IN THE ANNEX***

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 and that the company has no outstanding debts. [↑](#footnote-ref-2)
3. Financial statements detailing information provided for the last three financial years should be provided. [↑](#footnote-ref-3)
4. Submit references for work completed. [↑](#footnote-ref-4)
5. Description of services provided should be explained in up to 50 words. Insert links of the service provided. [↑](#footnote-ref-5)
6. https://mzhe-ks.net/sq/energjia-dhe-minierat#.X0j-4ZMzbOR [↑](#footnote-ref-6)
7. http://www.kryeministri ks.net/repository/docs/PLANI\_KOMBETAR\_I\_VEPRIMIT\_PER\_BURIMET\_E\_RIPERTERITSHME\_TE\_ENERGJISE\_(PKVBRE)\_2011-2020.pdf [↑](#footnote-ref-7)
8. https://www.oecd.org/pisa/publications/PISA2018\_CN\_KSV.pdf [↑](#footnote-ref-8)
9. <https://vimeo.com/28472377> [↑](#footnote-ref-9)
10. ***CVs of the proposed team*** must be submitted with the full application. [↑](#footnote-ref-10)
11. Provide a list of technical equipment that the company possesses. In case the company does not own any technical equipment, provide a commitment letter that the equipment will be rented or borrowed (issued by the renter/borrower). [↑](#footnote-ref-11)
12. 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-12)