



Enabling
& Transboundary Cooperation
& Integrated Water Resources Management
in the extended **DRIN RIVER BASIN**



Terms of Reference:

Filming and production of Project Results videos for GEF Drin Project (including photography)

In the framework of the:

GEF Project “Enabling Transboundary Cooperation and Integrated Water Resources Management in the Extended Drin River Basin”

March 2020

The Coordinated Action for the implementation of the Memorandum of Understanding for the management of the Drin basin (Drin CORDA) is supported by the GEF Drin Project. The latter is implemented by the United Nations Development Programme (UNDP) and executed by the Global Water Partnership (GWP) through GWP-Mediterranean (GWP-Med), in cooperation with the United Nations Economic Commission for Europe (UNECE). GWP-Med serves as the Secretariat of the Drin Core Group, the multilateral body responsible for the implementation of the Memorandum of Understanding.

Disclaimer: The document adheres to the UN rules and policies regarding the names and international status of countries and/or other geographical areas etc. The use of characterizations, names, maps or other geographical statements in this document in no way implies any political view or positions of the Parties which are executing and implementing the Project.

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Introduction to Drin Basin and Drin Project

The Drin Memorandum of Understanding

Coordinated action at the Drin Basin level has been absent until the development of the Shared Vision for the sustainable management of the Drin Basin and the signing of a related Memorandum of Understanding (Tirana, 25 November 2011) by the Ministers of the water and environment management competent ministries of the Drin Riparians i.e. Albania, Greece, Kosovo*, Montenegro and North Macedonia. This was the outcome of the Drin Dialogue coordinated by the Global Water Partnership Mediterranean (GWP-Med) and UNECE.

The main objective of the Drin MoU is the attainment of the Shared Vision: *“Promote joint action for the coordinated integrated management of the shared water resources in the Drin Basin, as a means to safeguard and restore, to the extent possible, the ecosystems and the services they provide, and to promote sustainable development across the Drin Basin”*.

The **ultimate goal** of the work in the Drin Basin is to reach a point in the future where the scale of management lifts from single water bodies to the hydrological interconnected system of the Drin Basin, eventually leading from the sharing of waters among Riparians and conflicting uses, to the sharing of benefits among stakeholders.

The Drin Coordinated Action

A process called the “Drin CORDA”, Drin Coordinated Action for the implementation of the Drin MoU, was put in place after the signing of the latter.

Following the provisions of the Drin MoU an institutional structure was established. It includes:

- The **Meeting of the Parties**.
- The **Drin Core Group** (DCG). This body is given the mandate to coordinate actions for the implementation of the MoU.
- Three **Expert Working Groups** (EWG) to assist the DCG in its work:
 - Water Framework Directive implementation EWG.
 - Monitoring and Information exchange EWG.
 - Biodiversity and Ecosystem EWG.

The **DCG Secretariat** provides technical and administrative support to the DCG; Global Water Partnership – Mediterranean (GWP-Med) serves by appointment of the Parties through the MoU as the Secretariat.

An Action Plan was prepared to operationalize the Drin CORDA. This has been subject to updates and amendments in accordance with the decisions of the Meeting of the Parties to the Drin MoU and the DCG. The DCG guides the implementation of the action plan while its implementation is currently being supported by the Global Environment Facility¹ (GEF); see below.

* References to Kosovo shall be understood to be in the context of Security Council Resolution 1244 (1999).

The GEF Drin Project

The GEF supported Project “Enabling transboundary cooperation and integrated water resources management in the extended Drin River Basin” (GEF Drin Project) is aligned in content, aims and objectives with the Action Plan and the activities under the Drin CORDA.

The objective of the project is to *promote joint management of the shared water resources of the transboundary Drin River Basin, including coordination mechanisms among the various sub-basin joint commissions and committees*. Albania, Kosovo, Montenegro and North Macedonia are the Project beneficiaries.

The GEF Drin Project is structured around five components:

Component 1: Consolidating a common knowledge base

Component 2: Building the foundation for multi-country cooperation

Component 3: Institutional strengthening for Integrated River Basin Management (IRBM)

Component 4: Demonstration of technologies and practices for IWRM and ecosystem management

Component 5: Stakeholder Involvement, Gender Mainstreaming and Communication Strategies

The Project is implemented by UNDP and executed by the Global Water Partnership (GWP) through GWP-Mediterranean (GWP-Med) in cooperation with the United Nations Economic Commission for Europe (UNECE); GWP-Med is responsible for the realization of the Project. The Drin Core Group is the Steering Committee (SC) of the Project.

Component 5: Stakeholder Involvement, Gender Mainstreaming and Communication Strategies

Under Component 5, an Information, Communication and Outreach Strategy has been developed which aims to increase awareness and participation in the Project by increasing the visibility of the Project’s initiatives and developments.

Communication activities under the Project seek to:

- I. Strengthen the general public’s and the stakeholders’ contribution to the development and implementation of solutions;
- II. Enhance awareness at the political level, among decision makers, thus creating the enabling environment for action to be taken;
- III. Strengthen the commitment of decision makers, administrations, water users, private sector and other stakeholders at all levels, as well as of the wider public, for a sustained cooperative effort among the countries sharing the Basin for its sustainable management;
- IV. Create a multi-level stakeholder ownership of all stages of the project’s process, from the identification of the problems and their root-causes to the planning of sustainable solutions.

¹ www.thegef.org

About Global Water Partnership Mediterranean (GWP-Med):

Global Water Partnership – Mediterranean (GWP-Med) was established in 2002 as the Mediterranean branch of the inter-governmental organisation, Global Water Partnership (GWP).

Aiming for a water-secure Mediterranean, GWP-Med works at the regional, transboundary, national, basin and local level. GWP-Med promotes action and facilitates dialogue on Integrated Water Resources Management (IWRM); provides technical support to policy making; implements demonstration activities; and contributes to skills and knowledge development. Strategic priorities include leveraging the SDG target 6.5 on IWRM, adaptation to climate vulnerability and change, and river basin/transboundary water management. Gender and youth issues, as well as private sector participation in water financing, are also key, cross-cutting issues for GWP-Med.

GWP-Med facilitates a multi-stakeholder platform that brings together almost 100 water institutions and organisations, including 10 major regional networks of different water disciplines. GWP-Med extends its human resources in 7 Mediterranean countries with the Secretariat being based in Athens.

Details of Assignment

This assignment runs from March 2020 – December 2020.

Objective of assignment

The successful Tenderer will:

1. Collect audio-visual coverage and photo coverage of the Drin Basin, including high-profile meetings and interviews, and picturesque scenery (March/ April – May 2020)
2. Produce 1 high-quality video from footage, up to 6 minutes long (Video 1; June – Sept 2020)
3. Produce 1 high-quality video from footage, approx. 1 minute long (Video 2; June - Sept 2020)
4. Photo coverage and video footage of 1 stand-alone event (Nov 2020)

This request is for audio-visual/ photo coverage **and** production of the final videos.

The filming schedule is on page 6 and 7.

Purpose of videos

The purpose of the videos is to tell the story of how the GEF Drin Project has:

- Built consensus among Albania, Kosovo, Montenegro and North Macedonia on transboundary waters problems;
- Facilitated the agreement on a **Strategic Action Programme (SAP)** of priority actions deemed necessary to address the transboundary waters problems;
- Strengthened technical and institutional capacities in the Drin Basin;
- Highlighted priority actions for future funding.

The video scripts will incorporate the above as key messages.

The 6 minute video is primarily for presenting at meetings to stakeholders, including potential donors.

The 1 minute video is primarily for showing on social media.

Audiences of final videos

The audiences for the videos are:

1. Beneficiaries / stakeholders of the Drin Project (Government Ministries, technical experts, etc. and users of water resources);
2. Potential donors (national and international) of activities included in the Strategic Action Program, to be implemented in the future.

By watching the videos, the aim is for:

- All stakeholders to understand the value of transboundary cooperation and how the underlying political process and the supporting Project have contributed in this regard.
- Stakeholders involved in the Project to feel pride, and enhance their sense of ownership in the Project outcomes.
- Stakeholders that have not participated in the Project to understand what it is about and be motivated to engage.
- External stakeholders e.g. donors, to have a clear understanding of the project activities/outcomes, the underlying political process and the future initiatives (that will eventually require funding).

Purpose and audience of photographs

- Photographs will be used as a visual communication tools on social media and websites.
- The audience is the same as the videos.

See next page for Filming Schedule

Filming Schedule

The assignment is split into four filming / photography trips:

Trip #	Traveling Days	Event Dates	Location	Event Title	Type
1	2 days total (1 day filming event, 1 day travel)	March or April 2020 – date to be confirmed (possible 31 March or 1 April)	To be confirmed (Tirana, Pristina, Skopje or Podgorica).	Signing of the Strategic Action Programme (SAP) by high-level political figures	Filming and photography of event 5 x short interviews from high-level political figures
2	10 days total including travel (schedule to be confirmed)	Week 1 and Week 2 of May 2020 Trip will include filming of Drin Day Celebrations (03 May 2020) and Drin Study Visit (5-8 May 2020).	Throughout Albania, Kosovo, Montenegro and North Macedonia along the Drin River – exact locations to be confirmed.	Interviews + Scenery shots	1 x short interview from Drin Project Manager 5 x short interviews from high level representatives of the Drin Riparian states Filming and photography of Drin Basin in Albania, Kosovo, Montenegro and North Macedonia, including scenery and landmarks Likely filming schedule is to start at source of Drin River (Lake Ohrid) and end where Drin River enters Adriatic Sea.
3	3 days total (1 day EWG, 1 day DCG, 1 day travel)	May 2020 – date to be confirmed	To be confirmed (Tirana, Pristina, Skopje or Podgorica).	Expert Working Group (EWG) Meeting And Drin Core Group (DCG) Meeting	Filming and photography of meetings
4	3 days total (1 day Conference, 1 day Meeting, 1 day travel)	November 2020 – date to be confirmed	To be confirmed (Tirana, Pristina, Skopje or Podgorica).	GEF Drin Project Partnership Conference And Donors Meeting	Filming and photography of meetings

Total days of filming/ photography assignment: 18 days including travel.

Filming specification

- The footage and final video productions must be suitable for social media platforms, including YouTube, Facebook and Twitter.
- Drone footage for some scenery / landmarks is required.
- Filming should be captured at least in Full HD.

Look and Feel of Videos

- High quality, professional
- Corporate, structured, formal
- Inspiring, atmospheric
- Accessible
- Text banners should be modern and clear
- Highlights beauty of water and nature in the Drin Basin
- Capture feeling of collaboration between partners

Features of Videos

Video 1 and 2:

- Opening and closing slides with project and donor details
- Name banners for stakeholders giving statements
- Video covers for YouTube Thumbnail
- Post-edit work on titles

Video 1 (6 mins):

- Narration and subtitles (in English language)
- Subtle background music
- 30 seconds of animation see here an example of the level required: <https://youtu.be/ISUrjANKmgE>

Video 2 (1 mins):

- Script appearing on screen as text banners (in English language)
- Inspiring music

Ways of working

- GWP-Med will provide a script for the videos.
- GWP-Med will be present at the time of filming to provide direction and facilitate interviews with key stakeholders.
- The exact filming schedule is to be agreed with successful Tenderer.
- During meetings / events, the successful Tenderer will need to provide photographs (approx. 20 photos) with quick turnaround during the meeting, to facilitate frequent live social media posting by GWP-Med.
- GWP-Med should be provided with all photos within 1 week of each trip, sent by online transfer.
- The successful Tenderer will need to deliver all raw audio-visual footage to GWP-Med Office stored on an External Hard Drive within one month of the final filming trip.
- To aid the transfer of footage and photographs, materials should be filed following a logical and orderly system so files can easily be identified and retrieved.

Intellectual Property

Subject to agreement, GWP-Med shall have full, unrestricted and exclusive rights to use the products and services listed in this invitation, including the right to broadcast, show and disseminate them in any media and its websites and to exploit the products for any purpose, and the right to make any future adjustments to the contents of the products.

The Company is not allowed to use the products for any purpose other than those set out in the Contract, without the prior consent and authorisation of GWP-Med in writing. The Company shall warrant that any output produced by the Company or on its behalf will not infringe any patent, trademark, copyright, registered design or other intellectual property rights of any third party and agree to indemnify GWP-Med for any such claim, liability, proceedings and costs arising therefrom.

Timeline for Deliverables

Task	Deliverable	Deadline
Filming and photography of SAP Signing (trip 1)	Photos	March or April 2020 <ul style="list-style-type: none"> • Approx. 20 photos during meeting for live tweeting • All within 1 week of trip
Filming and photography of Drin Basin and interviews (trip 2)	Photos	May 2020 <ul style="list-style-type: none"> • Approx. 20 photos during meeting for live tweeting • All within 1 week of trip
Filming and photography of Expert Working Group and Drin Core Group Meetings (trip 3)	Photos	May 2020 <ul style="list-style-type: none"> • Approx. 20 photos during meeting for live tweeting • All within 1 week of trip
Deliver filming footage to GWP-Med	All raw audio-visual footage filmed between March and May 2020, delivered to GWP-Med Office on External Hard Drive	June 2020 <ul style="list-style-type: none"> • 1 month after filming ends
Video 1: Editing 1 (6 mins)	Video 1 – Draft 1	June 2020 <ul style="list-style-type: none"> • Date to be agreed
Video 2: Editing 1 (1 mins)	Video 2 – Draft 1	June 2020 <ul style="list-style-type: none"> • Date to be agreed
Video 1: Editing 2 (6 mins)	Video 1 – Draft 2	July 2020 <ul style="list-style-type: none"> • Date to be agreed

Video 2: Editing 2 (1 mins)	Video 2 – Draft 2	July 2020 • Date to be agreed
Video 1: Editing 3 (6 mins)	Video 1 – Final Version	Sept 2020 • Date to be agreed
Video 2: Editing 3 (1 mins)	Video 2 – Final Version	Sept 2020 • Date to be agreed
Photography and filming of Partnership Conference (trip 4)	Photos and video footage	Nov 2020 • Approx. 20 photos during meeting for live tweeting All within 1 week of trip

Contract Price

The maximum available budget for this contract is **30.000 EUR, including VAT**.

The amount includes all other costs, income taxes, the 20% Greek tax when non-double taxation is applicable and any other amount payable or cost that may be required for the completion of the work/service apart from travel costs.

All payments except the payment upon signing of contract shall be upon receipt and acceptance/verification of the deliverables, as laid out in the table below. Claims for payment will be made through an Invoice accompanied by proof of delivery.

All transportation, accommodation and subsistence costs for the filming trips will be covered by GWP-Med directly and should not be included in the offer.

Transport between locations will be via air, taxi or hired driver/car.

Schedule of Payment

A payment of 30% of the offered price is planned upon contract signature with the selected Tenderer.

All other payments shall be upon receipt and acceptance/verification of the deliverables, as laid out in the table below.

Task	Deliverable	Payment	Scheduled
Contract signing	Contract signing	30%	March 2020

Audio-visual coverage (trip 1,2,3)	AV footage in raw form delivered to GWP-Med Office	30%	July 2020
Photography (trip 1,2,3)	Photos (trip 1,2,3) sent via online transfer		
Video 1: Editing 1	Video 1: Draft 1		
Video 2: Editing 1	Video 2: Draft 1		
Video 1: Final Edit	Video 1: Final Draft	30%	Oct 2020
Video 2: Final Edit	Video 2: Final Draft		
Photography & filming of Partnership Conference (trip 4)	Photos (trip 4) sent via online transfer	10%	Dec 2020

Requirements (ON/OFF)

- The successful Tenderer must have at least 3 corporate/non-profit video projects in its portfolio
- The successful Tenderer must have Minimum 5 years of filming and editing experience
- The successful Tenderer must be fluent in English, to facilitate the filming and editing process
- The successful Tenderer will need to spend time in Athens (max 5 days), with the necessary equipment, during the planning and editing process in order to collaborate closely with GWP-Med. Transportation, accommodation and subsistence costs for the stay in Athens **are not** covered by GWP-Med and should be included in the offer . The editing required time will be defined by GWP MED depending on editing process.

Qualification and Experience

- 1) The successful Tenderer must have Minimum 1 completed video project in a country other than tenderer's base country.
- 2) The successful Tenderer must have Minimum 1 video project of filming and producing high quality videos, including drone footage
- 3) Number of team members dedicated to the project – minimum 3;
- 4) type of technological equipment (minimum quality of video record and production at least Full HD
- 5) Quality of Portfolio (artistic approach and design) assessment.

Failure to provide any of the above is considered a ground for disqualification

Evaluation Criteria

Criteria - min. 100 points, max 150 points per Criterion

- 1) The successful Tenderer must have Minimum 1 completed video project in a country other than tenderer's base country.
- 2) The successful Tenderer must have Minimum 1 video project of filming and producing high quality videos, including drone footage
- 3) Number of team members dedicated to the project – minimum 3;
- 4) Type of technological equipment (minimum quality of video record and production at least Full HD
- 5) Quality of Portfolio (artistic approach and design) assessment

Name of Firm / Participant:			
(i) Criterion	(ii) Weighting (w)	(iii) Points of criterion (c), 100p Base +10p for extra criteria over base up to 50 additional points	(iv) Score = (ii) x (iii)
1) The successful Tenderer must have Minimum 1 completed video project in a country other than tenderer's base country.	20%		
2) The successful Tenderer must have Minimum 1 video project of filming and producing high quality videos, including drone footage.	20%		
3) Number of team members dedicated to the project to be at least 3.	15%		
4) Type of technological equipment (minimum quality of video record and production to be at least Full HD).	15%		
5) Quality of Portfolio (artistic approach and design) assessment. (Overall impression/Impact, Inspirational Power, Visual appeal, Storytelling quality).	30%		
<i>UTO</i>	100%		

Award criterion

The Award criterion is the most economically advantageous offer on the basis of best price / quality ratio.

In case of equality of overall scores, the retained offer is the one whose corresponding technical Offer received the highest rating.

Evaluation of Technical Offers

Each evaluation criterion is evaluated autonomously, according to the respective technical offer submitted. The relative scoring of each evaluation criteria is the outcome of its scoring multiplied by its weighting. The overall score of the technical offer is the sum of the relative scoring of all the evaluation criteria.

The overall score of the technical offer is calculated on the basis of the following formula:

$$\text{UTO} = w(i) \times c(i) + w(ii) \times c(ii) + \dots$$

$$\text{where } w(i) + w(ii) + \dots = 100$$

For the overall score which will determine the ranking of offers, technical evaluation will be weighted with 70%.

Evaluation of the Financial Offer

Each financial offer is evaluated on the basis of the following formula:

$$\text{UFO} = 100 \times \text{max amount} / \text{financial offer}$$

For the overall score which will determine the ranking of offers, financial evaluation will be weighted with 30%.

Offers which have been rejected as inadmissible or as not meeting the minimum requirements shall not be evaluated.

Identification of the most economically advantageous offer on the basis of best price / quality ratio

The final listing of the most economically advantageous offers will be made on the basis of the following formula:

$$U = UTO \times 70\% + UFO \times 30\%$$

Where U is the total scoring of each offer. The most economically advantageous offer is the one with the greater value of U.

For more information:

For any clarifications on the present call for offers please contact:

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