



Terms of Reference Filming & Production of Videos for Events delivered by GWP-Med

In the framework of the:

'Making Water Cooperation Happen in the Mediterranean' (aka *the Water Matchmaker*) – project supported by Sida



Introduction

Making Water Cooperation Happen in the Mediterranean’ (aka the Water Matchmaker) – project supported by Sida

The ‘Water Matchmaker’ regional project runs from 15 November 2015 until 31 July 2020 and aims at making tangible advancements on priority issues of sustainable water resources management, at regional and transboundary levels in the Mediterranean with a focus on and for the benefit of MENA countries. Through targeted, multi-purpose activities, the Project enhances regional cooperation towards sustainable development objectives shared among countries of the region. The project is primarily supported by the Swedish International Development Cooperation Agency (Sida), is managed by GWP-Med and is implemented in partnership with: Union for the Mediterranean, UNEP Mediterranean Action Plan, UN Economic Commission for Europe, Observatory for Sahara and Sahel.

The Project is structured around two Components, through which targeted challenges are addressed, defined political and technical agendas are serviced, capacities are built, and partnerships are strengthened and/or further emerge. Addressing cross cutting issues, like gender, rights, equity and poverty as well as engaging targeted stakeholder groups like parliamentarians, media, women and youth, are part of the Project activities under the two Components. The Project Components are:

- Component 1: Enhance Transboundary Cooperation
- Component 2: Assist Regional Water and Climate Change Policy
- Component 3: Project Management and cross-cutting issues, including gender and youth

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. GWP-Med is hosted and legally represented by the Mediterranean Information

Office for Environment, Culture and Sustainable Development (MIO-ECSDE), a civil society organisation, registered in Greece.

Details of Assignment

This assignment runs from March 30th –July 24th 2020.

Objective of assignment

The successful Tenderer will record audio-visual footage of a series of 3 events, which will lead to the production of:

- i) **“Event Films”** – 3 x 2minutes of film, covering each of the 3 events. They will be promoted through GWP-Med social media and website.
- ii) **“The Sida Matchmaker Project” video** - 1 x 6 minutes film
- iii) **Photo coverage of the 3 events**

This request is for both audio-visual coverage and production of the final videos.

Purpose of videos

The purpose of the films is to capture the outputs, novel interventions, key messages and stakeholder engagement activities of the Project, including related to 3 events to be organised between end-March and end-June 2020. This will include interviewing participants.

Audiences of final videos

1. **For people who attended the events**, to increase the level of ownership they feel towards the project. Event participants can share the videos with colleagues, on social media and to their extended network, as an easy way to communicate the work they have been involved in.
2. **Participants in future events**, to introduce the project to the full spectrum of stakeholders, demonstrate what it has already achieved and encourage involvement in the Project processes.
3. **International water sector stakeholders and donors**, for example at international conferences and knowledge exchange events, to communicate key messages.
4. **Internal colleagues and partner organisations**, to report progress on achieving objectives and outcomes.

5. **The donor itself**, Sida, to report the completion of the programme.

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 for the video

Filming Schedule

The assignment is split into four filming / photography trips:

Trip No	Traveling Dates	Event Dates	Location	Event Title	Type
1	30-31 March	30 or 31 March	Athens	UfM WEG 11 Meeting (UfM with GWP-Med technical assistance)	Event Filming & scenery shots
2	31 May - June 4	1-3 June	Amman	-Regional Workshop on the role of Gender and Youth in promoting Transboundary Cooperation , 1-2 (half day) June (GWP-Med, possibly CMI) - COMPSUD/COMJEST Workshop on Nexus, 2 (half day)-3 June (GWP-Med, MIO-ECSDE, JRC) -National Capacity Building Workshop for Iraq on the UNECE Convention, 2 (half day)-3 June	Event Filming & scenery shots
3	22-26 June	23-25 June	Tunis	2nd Regional Roundtable on Nexus in MENA , 23-24 June, (GWP-Med, UfM, OSS, possibly GIZ, LAS and JRC) UfM Task Force Meeting on Nexus and WEM , 25 June, (UfM with GWP-Med technical assistance).	Event Filming & scenery shots

In addition to filming the events, we will need scenery footage and photographs at the events' wider locations.

Total **days of filming/ photography assignment**: Maximum 12 days including travel.

Filming specification

- The footage must be suitable for social media platforms, including YouTube, Facebook and Twitter.

Photography specification

- Complete coverage of the events, including speakers' photos, group photos, photos of material presented, etc.

Look and Feel of Video

- High quality, professional
- Corporate, structured, formal
- Inspiring, atmospheric
- Accessible
- Text banners should be modern and clear
- Capture feeling of collaboration between partners

Features of Video

- Opening and closing slides with project and donor details
- Script appearing on screen as text banners (in English language)
- Name banners for stakeholders giving statements
- Appropriate, accompanying music
- The captured footage must be suitable for use on Social Media platforms, Facebook, YouTube and Twitter.
- Drone filming will be required at the events' wider locations

Ways of working

- GWP-Med will provide a script for the video.
- GWP-Med will be present at the time of filming to provide direction and facilitate interviews with key stakeholders.
- The successful company will need to deliver an External Hard Drive storing all raw footage and photographs to GWP-Med Office within one month of the completion of the final trip.
- Footage and photographs should be filed following a logical and orderly system so files can easily be identified and retrieved.
- A selection of a limited number of photographs will also be provided.

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 GWP-Med website 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	Deliverables	Deadline
1) Filming and Photo coverage of 3 events	<ul style="list-style-type: none"> • 3 Videos x 2minutes of film, covering each of the 3 events • Photo portfolio of the 3 events 	<p>First draft of each events' video: one week after the completion of each event</p> <p>A selection of 20 photos during each event, and the full package one week after the completion of each event</p>
2) The Sida Matchmaker Project Video	video 1 x 6 minutes film	20/07/2020

Contract Price

The maximum available budget for this contract is **23.000 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 Company.

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

Task	Deliverables	Deadline	Payment
Advance Payment			30%
Filming and Photo coverage of 3 events	<ul style="list-style-type: none">• 3 Videos x 2minutes of film, covering each of the 3 events• Photo portfolio of the 3 events	02/07/2020	40%
The Sida Matchmaker Project Video	video 1 x 6 minutes film	24/07/2020	30%

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:

$$U = \text{UTO} \times 70\% + \text{UFO} \times 30\%$$

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:

Mr. Alexandros Kandarakis, GWP-Med Head of Communications

e-mail: alexandros.kandarakis@gwpmed.org

