**Terms of Reference**

**Production of three short videos for the project "Increasing Parliament's Responsiveness to Citizens' Concerns"**

**Background**

The Institute for Democracy and Mediation (IDM), in collaboration with the Albanian Institute of Science and Citizens Channel, is implementing the project "Increasing Parliament's Responsiveness to Citizens' Concerns" with financial backing from the British Government. The project aims to amplify the parliament’s efforts in fostering an enabling environment for substantial civic engagement in political and legislative processes in Albania as a means to promote public interest and build trust.

In this context, IDM is seeking for service providers for the production of 3 short videos for two events a public hearing and Parliament to Citizen Forum with civil society actors and MPs to share highlights and reflections from the events and participants. The short videos will be used across IDM social media platforms to draw the public’s attention on the importance of citizen participation in the parliamentary activity.

**TASKS AND RESPONSIBILITIES**

The service providers will be working closely with IDM Project Team in carrying out this assignment. The service providers will have to complete the following tasks:

* Take video footage of two half day events
* Perform short interviews with the participants, experts or moderators at the event;
* Develop the video concept in consultation with the project team (script writing, videography, editing, audio balancing, sub-titling, format exporting, etc.). All short videos produced must be of the highest quality to adequately represent the organization.
* Include appropriate project branding and crediting for the produced videos.
* The service providers shall use their own HD quality video camera and professional editing software.

**CORE COMPETENCIES**

* Previous experience in producing quality videos
* Outstanding videography skills
* Excellent video editing skills
* Ability to adhere to deadlines and flexibility

**Copyright and Intellectual Property Rights**

The service provider expressly assigns to IDM any copyright arising from the works being produced while executing the assignment.

The service provider may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from the IDM.

**DURATION OF CONTRACT**

The service providers are expected to be engaged a total of 5 working days.

**REMUNERATION**

The remuneration fee will be in line with budget forecast for this activity line.

**Criteria for Selection**

IDM will evaluate proposals based on:

* Expert CV and/or company experience – 30%
* Technical specifications – 35%
* Financial proposal-35%

**How to Apply**

Interested bidders should submit their proposals, including technical specifications **Annex 1**, financial offer **Annex 2**, a signed copy of the **IDM code of conduct** and an expert’s CV and/or company experience to procurement@idmalbania.org no later than 17 March 2024.