



This project is funded by
the European Union



Terms of Reference

SONG WRITER

- A. Position:** Song Writer (Creation of campaign song lyrics)
- B. Work place:** Bosnia and Herzegovina
- C. Reference on project:** “Build up for Social Inclusion Advocacy Platform in BiH - #BuildUp4SIAPinBiH”
- D. Duration of project:** 01 November 2018 – 30 June 2021
- E. Duration of mission and reporting:** June - July 2020
- F: BACKGROUND**

The Social Inclusion Foundation in Bosnia and Herzegovina (SIF in BiH) with the support of the European Union and UNICEF implements the project entitled “Build up for Social Inclusion Advocacy Platform in BiH - #BuildUp4SIAPinBiH” with “Will You Stop and Listen” motto. The Overall Objective of the “Build up for Social Inclusion Advocacy Platform in BiH - #BuildUp4SIAPinBiH” project is to develop and strengthen the role, capacities and visibility of the CSOs network “Coalition of Marginalized Groups in BiH – KOMA”. KOMA is a cross-sector network gathering 111 member organisations and private entities promoting and advocating for rights and social inclusion of the marginalized group in the society.

Strengthening CSOs networking for human rights advocacy is an important step in the process of capacity-building of CSOs and, ultimately, in changing relevant social public policies through advocacy. Due to deficiencies in the existing legal and regulatory framework in social welfare, which is status-based and gives preferences to certain groups of population as an address to dealing with the consequences of war in 1992-1995, many vulnerable groups have limited access to resources and services within the social protection system in BiH.

Therefore, the SIF in BiH which also acts as the Secretariat of the KOMA, through the Action will endeavour to strengthen the role, capacity and visibility of the KOMA through the four main Project’s components:

- 1) Research and analyses of current needs and core documents development
- 2) Capacity building and deepening the networking of the cross-sector network Coalition of Marginalized Groups in BiH (KOMA)
- 3) Social inclusion advocacy activities

4) Communication and visibility activities

a) The Project component 1 prepares two social policy papers and one exhaustive study. The first social paper has analysed the current situation as to the social inclusion in BiH and serves as a situation analysis of the current needs and previous achievements in the sector of social inclusion in BiH as well as provide an overview of related adopted legislation and ratified international standards as a ground for the preparation of the Social Inclusion Strategies at the Entities and Brčko District levels. Whereas the second social policy paper serves as a practical guidebook on what is required to be done in order for an inclusive society to be created in BiH that would provide for further support in preparing the Social Inclusion Strategies at the Entities and Brčko District level. The third output is preparation, development and publishing of the study “The Foundation and Guidelines for Developing Social Inclusion Strategies at the Entities and Brčko District levels” with the aim of providing an expert opinion and basis for development of sensitive Social Inclusion Strategies.

b) The Project component 2 works on capacity-building and deepening the networking of the cross-sector network of Coalition of Marginalized Groups in BiH – KOMA through a series of 5 consecutive specialized training sessions/workshops for KOMA CSOs members.

c) The Project component 3 delivers lobbying/advocacy meetings, roundtables and SWOT-PEST workshops with the aim of building broad patterns of high quality collaboration between different stakeholders dealing with social welfare reforms in BiH.

d) The Project component 4 concerns the communication (plan) and visibility of the Project’s activities with the strong accent on the outreach component of the project providing information to wider audience, stakeholders and specific targets on EU assistance in the sector of social inclusion as well as production and placement of communication material, promotion and event management and media placement.

G: OBJECTIVE OF THE “BUILDUP4SIAPINBIH” PROJECT

The Overall Objective of the “BuildUp4SIAPinBiH” Project is to develop and strengthen the role, capacities and visibility of the CSOs network “Coalition of Marginalized Groups in BiH – KOMA” which will be achieved through a) research and analyses of current needs in the sector of social inclusion, b) capacity-building activities of the KOMA members, c) social inclusion advocacy activities with all relevant stakeholders and d) visibility and communication activities providing information to wider audience, stakeholders and specific targets on EU assistance in the sector of social inclusion.

H. SCOPE OF WORK

Under the umbrella of project motto **"WILL YOU STOP AND LISTEN!"** aiming to change attitudes and behaviour of BiH society towards the inclusiveness and openness, **campaign song lyrics** will be produced.

A campaign song "Will You Stop and Listen!" will focus on the social inclusion of the marginalized groups bearing in mind the project purpose to raise public awareness on the sensitive issues the marginalized groups are facing in integration and participation in the society.

TASKS AND DELIVERABLES

- Professional output will be related to the Project component 4 "Communication and visibility activities"
- The Professional will be responsible for performance of all tasks under this TOR
- Local transportation and accommodation and any other expenditures incurred by the Professional will not be paid separately but must be covered from the overall remuneration.
- The Professional will be in charge of creating **campaign song lyrics**

SPECIFIC TASKS AND DELIVERABLES:

- Present idea for original material that fulfils basic aesthetic and artistic standards
- Write the lyrics for the campaign song "Will You Stop and Listen" in local language (BCS)

I. COPYRIGHTS

The content of information received only after the contract signature and during the assignment as well as all the material produced during the assignment is subject to protection and is owned by the SIF in BiH and EU Delegation in BiH. It may not be used either in its entirety or in part by third parties without consent of the Owner. The use of information is possible and justified only if it is a part of the activities of the implementing project.

J. Value of the bid

The value of the bid must not exceed the gross amount of **2.500,00 EUR** equivalent of 4.889,58 BAM. Prices must be indicated in euros including all the costs necessary for the fulfilment of the Contract. Possible costs incurred during the preparation and submissions of the offer are born by the Applicant.

K. QUALIFICATIONS OF THE PROFESSIONAL

General professional experience:

- At least five years of general experience
- University degree is preferred
- Fluency in BCS language is required and knowledge of English preferred

Specific professional experience:

- At least two years of experience in songwriting
- Minimum of ten previously created song lyrics
- Have samples of previous work
- Experience in work focused on marginalized groups would be considered an advantage

L. REPORTING

The Professional will be in the regular correspondence with the Contracting Authority. After the professional delivers the material for the activities under the contract, the Contracting Authority may provide suggestions and comments within maximum 5 working days after the deliverable has been provided. After the receipt of the comments, if any, the Professional will incorporate the comments and suggestions within the maximum of 5 working days and resend them to the Contracting Authority. The Contracting Authority will confirm the acceptance of the deliverable by e-mail.

Also, the Contracting Authority will inform the Professional on any changes in the project or relevant legal base and legal and procedural documents that may affect the work of the Professional, as soon as the Contracting Authority comes into possession of this information. The correspondence will be done via e-mail in English language.

M. Submission and approval of reports

The reporting in the form of **deliverable** referred to above must be submitted to the Contracting Authority. The Contracting Authority will confirm the **acceptance** of the material by e-mail.

N. Method of submission and deadline

All interested applicants must submit the following documents no later than the **20th of May 2020 by 5 p.m.**

- Most recent CV in English with focus on relevant experience
- Financial offer for the overall implementation of tasks and deliverables must be presented in the template 'Financial Proposal/Bid' annexed to the ToR
- A list of references and experience verifying the qualifications listed under the point "K" of the Terms of Reference

Note that SIF in BiH may, at any point before or after the contracting, request the proof documents of the references, experience and qualifications.

The most recent CV in English and a list of references are to be submitted by e-mail to sif@sif.ba no later than the **20th of May 2020 by 5 p.m.**

Annex to the Terms of Reference for the position of Song Writer

FINANCIAL PROPOSAL / BID (Total price of the bid)

Subject	Song Writer “Build up for Social Inclusion Advocacy Platform in Bosnia and Herzegovina #BuildUp4SIAPinBiH – Will You Stop and Listen”
Reference number	2018/401-524

Herewith I confirm my intent on provision of services in accordance with Terms of Reference.

Given the above, please see below my financial proposal:

Total offer in BAM <i>(to be filled in by the bidder)</i>	
Total offer in EUR <i>(to be filled in by the bidder)</i>	
Name and surname of the bidder / responsible person of the tenderer	
Signature	
Place and date	