



This project is funded by
the European Union



Terms of Reference

FILMMAKING AGENCY

- A. Position:** Agency for film production
- 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:** May – September 2020

F: BACKGROUND

The Social Inclusion Foundation in Bosnia and Herzegovina (SIF in BiH) with the support of the European Union implements the project “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

TASKS AND DELIVERABLES

Under the umbrella of project motto **"WILL YOU STOP AND LISTEN!"** aiming to change attitudes and behavior of BiH society towards the inclusiveness and openness, a **documentary film "Will You Stop and Listen"** will be produced. The film will focus on the social inclusion of the marginalized groups through a representation in character/characters. This communication tool represents a creative, highly visible and innovative communication activity that directly connects culture with social inclusion issues. The concept of such format is multifaceted:

- To create contemporary, appealing and accessible cultural forum for tackling sensitive issues affecting the marginalized groups;
- To raise public awareness on the sensitive issues the marginalized groups are facing in integration and participation in the society;
- To provide an accessible cultural experience to **marginalized groups** which are perceived to be most at risk of cultural exclusion;
- To ensure the visibility of the EU social inclusion policies and financial assistance.

The Agency will be responsible for **production of documentary film**, duration of **up to 45 minutes**, and will ensure all the stages of production under this contract: development, production, post-production. Specifically, the Agency will be responsible for screenwriting, casting (hiring cast and film crew, selecting locations and constructing sets), shooting, sound recording and pre-production, editing, and screening the finished product.

The documentary film will focus on the social inclusion of the marginalized groups through a representation in character/characters under the prevailing theme *One day of life of marginalized groups* bearing in mind that the project purpose is to raise public awareness on the sensitive issues the marginalized groups are facing in integration and participation in the society and ensure the visibility of the EU social inclusion policies and financial assistance.

Tasks	Specific Deliverables
▪ Familiarize with the project team, relevant documents and procedures, and project's visibility and communication plan ▪ Present a proposal how to engage marginalized groups as actors or in other filmmaking roles ▪ Finalize working approach and timelines ▪ Upon agreed script, ensure all relevant professionals, equipment and required technologies are engaged ▪ Provide adequate translation of film dialogues from local language to English ▪ Provide adequate subtitling of film dialogues in local language that fulfills the professional standards for audiences with visual and hearing impairment ▪ Organize and deliver all stages of film production. ▪ Organize the Movie Premiere ▪ Organize the Post-Premiere media promotion	Documentary film “Will You Stop and Listen”

I. Value of the call for proposals, reporting and payment

The value of the bid must not exceed **55.000,00 EUR** equivalent of 107.570,65 BAM. The Contractor will be in the regular correspondence with the Contracting Authority. The reporting in the form of Project **deliverables** referred to above (under point H) must be submitted to the Contracting Authority. Also, the Contracting Authority will inform the Contractor on any changes in the Project, or relevant legal base and legal and procedural documents that may affect the work of the Contractor, as soon as the Contracting Authority comes into possession of these information.

The correspondence will be done via e-mail in English language. The payments will be done in installments upon completion of all contracted tasks and after the confirmation of the Project Manager that all mentioned segments of the service have been delivered successfully. This ToR forms an integral part of the contract.

J. COPYRIGHTS

The content of information received during the employment 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.

K: QUALIFICATIONS OF THE AGENCY

General professional experience:

- At least five years of experience in film production
- Fully staffed, equipped and proficient in relevant technologies
- Have samples of work

Specific professional experience:

- At least two years of experience in film production in the Bosnia and Herzegovina
- Minimum of two previously created films
- Knowledge of socio-economic context of Bosnia and Herzegovina
- Proven experience in filmmaking that focuses on lives of marginalized groups and promotes diverse communities and marginalized groups of society will be considered an advantage
- Proven experience in film production for audiences with visual and hearing impairment will be considered an advantage.

L: Method of submission and deadline

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

➤ Agency references

- A list of references and experience verifying the qualifications listed under the point “K” of the Call for proposals.
- **Technical bid**
 - Methodology (document which contains brief explanation on approach to conduct the work in line with expected deliverables under the point “H”).
- **Financial bid**
 - Agency should offer and include the price for all assignments listed under the point "H" of this Call for proposals. Financial bid must be in line with the point “H” of the Call for proposals noting that all assignments listed under the point “H” of the Call for proposals are taken into account.
 - Financial offer for the overall implementation of tasks and deliverables must be presented in the template ‘Financial Proposal/Bid’ annexed to the Terms of Reference.

M. Evaluation criteria

The award of the contract should be made to those whose offer has been evaluated and determined as having received the highest score specific to the solicitation.

* Technical Criteria weight - 60%

* Financial Criteria weight - 40%

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 bid (combined technical and financial) is to be submitted by e-mail to sif@sif.ba no later than **20th of May 2020 by 5 p.m.**

Annex to the Terms of Reference for the Filmmaking Agency

F S U u B i H • Ф С У у Б и Х • Z S U u B i H • S I F in B i H

Branilaca Sarajeva 47 • 71000 Sarajevo • Tel + 387 33 219 313 • Fax + 387 33 219 314

Email: sif@sif.ba • Web <http://www.sif.ba>

FINANCIAL PROPOSAL / BID (Total price of the bid)

Subject	Filmmaking Agency "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	