

TERMS OF REFERENCE

Provision of technical expertise in the field of documentary film video editing

1. GENERAL BACKGROUND

European Union - Confidence Building Measures Programme (EU-CBM) is a three-year Programme funded by the European Union and implemented by the UNDP in the Republic of Moldova. Its main objective is to increase confidence between people living on both banks of the Nistru River (Republic of Moldova, including the Transnistrian region) by involving local public authorities, civil society members, entrepreneurs, and other stakeholders in joint activities in four key areas: 1) business and entrepreneurship development; 2) local development and increased cooperation between CSOs from both banks in the framework of thematic platforms; 3) cultural and historical heritage; 4) development of local media content.

Within Media Component, media organizations from the Republic of Moldova, including the Transnistria region (both banks of the Nistru River), will be supported to jointly develop local qualitative content for various mass media (TV, radio, online, as well as blogs, vlogs, etc.). The main activity will be to support the local production of audio-visual work focusing on TV production demonstrating high creative value and to increase the co-production and circulation of high-profile audio-visual local production while developing cooperation between operators from both banks of the Nistru River. This component should be apolitical and focusing on achieving a common understanding between audio-visual professionals originated from both banks of the Nistru River.

The EU-CBM provides funding through grants for production houses and media institutions to jointly develop audiovisual content (such as films, documentaries etc.). Audio-visual products will be made mainly for local TV, but other audio-visual support may be needed (Web, social-media, radio, etc.). It would cover the whole panel: studio broadcasts, fictions, discovery films, etc.

To increase the quality of products developed in the framework of this grants' programme the beneficiaries will also receive technical support provided by active TV professionals used to collaborate with European public multicultural TVs. This is to secure technical qualitative support, and ensure the confidence building dimension of developed products. Thus, EU-CBM seeks an international company that will provide expertise of a documentary film director in the field of video editing.

2. PURPOSE AND OBJECTIVES OF THE ASSIGNMENT

The EU-CBM seeks an international company able to propose expertise services of documentary film director (or directors) to provide support for production studios based in the Republic of Moldova (located in Transnistria region), that received EU funding to produce documentary movies.

The expert (experts) will guide the creative teams (consisting of video editor, producer, and director for the Deliverable 1, / and director, assistant director, video editor and project director for the Deliverable 2) mainly at the stage of rough and final cut, to improve the quality of the documentary movie. To attain all the above objectives, the expert shall carry out the activities and provide the services / goods outlined in Table 1 below.

Table 1. Technical specifications of requested activities and services/goods

ACTIVITIES	ESTIMATED WORK VOLUME	ESTIMATED TIMEFRAME
Deliverable 1		
Activity 1 (mission to the Republic of Moldova) – Conducting expertise, rough cut stage The documentary film director will share his or her expertise with the creative team at the stage of the video rough cut on the: structure of the scenes, subject lines of the main and secondary heroes, style and dramatic construction of the film, and will contribute to the development of the directorial version of the documentary. As a result, the team will have a clear understanding of the following steps to prepare the first draft of the documentary movie.	Up to 3 working days	Starting with 28 of September, 2020
Activity 2 (mission to the Republic of Moldova) – Conducting expertise / Supervision of the final cut After analysing the first draft of the documentary movie, the expert will share his / her knowledge and best practices to the creative team while the final version of the film will be created: observing the subject line, the timing, eliminating unnecessary information, etc. He or she will have to adapt the film in line with the European standards in the production of documentary films.	Up to 3 working days	Starting with 12 October, 2020
Activity 3 (remotely) - Final Activity Report At the end of assignment, the expert will prepare a Final Activity Report in English (up to 2 pages), that will include: an executive summary, a brief overview of the provided services, conclusions and recommendations.	Up to 1 working day	By the end of October, 2020
The total estimated workload	7 working days	
Deliverable 2		
Activity 1 (mission to the Republic of Moldova) – Conducting expertise, rough cut stage He/She will share his or her expertise with the creative team at the stage of the video rough cut: the structure of the scenes, the subject lines of the main and secondary heroes, the style and dramatic construction of the film, and will contribute to the development of	Up to 3 working days	Starting with 23 September, 2020

ACTIVITIES	ESTIMATED WORK VOLUME	ESTIMATED TIMEFRAME
Deliverable 1		
the directorial version of the documentary. As a result, the team will have a clear understanding of the following steps to prepare the first draft of the documentary movie.		
Activity 2 (mission to the Republic of Moldova) – Conducting expertise / Supervision of the final cut After analysing the first draft of the documentary movie, the expert will share his / her knowledge and best practices to the creative team while the final version of the film will be created: observing the subject line, the timing, eliminating unnecessary information, etc. He or she will have to adapt the film in line with the European standards in the production of documentary films.	Up to 3 working days	Starting with 26 October, 2020
Activity 3 (remotely) - Final Activity Report At the end of assignment, the expert will prepare a Final Activity Report in English (up to 2 pages), that will include: an executive summary, a brief overview of the provided services, conclusions and recommendations.	Up to 1 working day	By the end of November, 2020
The total estimated workload	7 working days	

ELIGIBILITY CRITERIA FOR THE APPLICANTS

Interested

1. A legally registered entity,
2. At least **10** years of experience in developing audio-visual products and/or provision of expertise in the field of audio-visual products development, with at least 5 media projects broadcasted on TV, and / or at international festivals (the list of projects, incl. their implementation timelines, budget and final beneficiary with contact details must be provided).

The interested legal entities shall send their proposals containing:

- Portfolio of the legal entity (experience, human resources, field-related managerial and technical capacities, etc.);
- Brief description of similar activities/deliverables - a list of at least 5 media projects, incl. their implementation timelines, budget and final beneficiary with contact details;
- Resume and portfolio of the proposed expert(s);
- Detailed technical and financial offers.

All the deliverables and discussions with the EU-CBM staff and creative team will be held in English language. Knowledge of Romanian or Russian language will be an asset.

The financial proposal (quotation) shall be all-inclusive and shall also include the travel expenses (2 travels required).

The payment for the delivered services will be done in two installments. First installment of 20% from the total amount of the contract will be made during the performance of Activity 1 (mission to the Republic of Moldova) for one of the Deliverables and the second installment will be paid after the provision of remaining services and of the final report.

It is required to submit the resumes of the expert (experts), keeping in mind that his / her (their) work experience should meet the requirements set below:

- At least 5 documentary movies directed and launched on the European audiovisual market;
- At least 3 media projects implemented with multi-cultural production teams;
- At least 3 records of experience in mentoring or conducting trainings, workshops in the field of TV production, or another related field etc.

(Please, ensure that all the above-listed requirements are addressed in your proposal).

Please, note that as per the [decision of the Republic of Moldova Extraordinary National Public Health Committee from 21st of August 2020](#), foreigners from countries classified as green areas will not complete the epidemiological file and will not be required to comply with the 14 (fourteen) day self-isolation regime when visiting the Republic of Moldova. (The [list of countries](#) was published on August 28 2020.

The entrance of foreigners from the “red zone” in the Republic of Moldova is allowed in few exceptions, including working missions. Fourteen days quarantine regime is not requested for foreigners that are visiting the Republic of Moldova if they don’t show clinical signs of respiratory infection.

New timeframes and approaches (via internet) to provide services will be agreed with the expert(s) in case if travel restrictions will occur.

EU CBM is closely monitoring the pandemic situation and actual dates for the new visits will be coordinated with the beneficiary (local studio) and expert, to ensure that the performance of the assignment in safe conditions.