



ANNEXES to the service contract:

Appendix 1

TERMS OF REFERENCE

Title of the action: Production of investigative documentary and media presence on working conditions and minimum wage in the country

1. BACKGROUND AND RATIONALE

IKS is implementing the project "Toward Social Justice and Equity", funded by International Swedish Agency for development - SIDA, through Community Development Fund - CDF. The Overall Objective of the Project is to contribute to greater social justice by improving implementation of labor rights and labor-related legislation through enabling active engagement of civil society and social partners. A greater social justice would contribute to better distribution of opportunities, wealth and privileges in the society. This would directly enhance the condition in the labor market for all workers and especially the more vulnerable groups: women and formally and informally employed in the private sector, as the least protected categories in the labor market at risk of being poor. To achieve this, we have set the specific objectives of the Project such as:

SO1: Increase civil society and citizen engagement in reporting labor-related violations and enforcement of labor rights and Occupational Safety and Health;

SO2: Promote social justice and especially OSH law enforcement across the labor-market and in public domain;

SO3: Strengthen the capacities of Social Partners to more effectively represent their constituencies;

SO4: Contribute to Policy Debate by analyzing, debating and initiating policy change;

SO5: influence and support initiatives for establishment of trade unions in the private sector in non-traditional trade union sectors.

2. Scope of Work:

The contract on production of investigative documentary and media presence aims to address key issues related to living conditions and poverty, particularly focusing on the perspectives and concerns of the minimum wage. Through this service contract, the objective is to develop investigative and informative documentary that shed light on the various facets of living conditions and establish a strong media presence, including social media platforms, to amplify the project's impact.

Professional company/expert will be selected in a competitive process. The main mean of distribution will be through social media, but also in local media. The selected contractor is expected to perform the following tasks:

a. Video Production:

- Develop a concept and storyboard for the documentary.
- Conduct interviews with relevant identified stakeholders, including realistic characters, or representatives, experts, and industry professionals if that applies.
- Film and produce high-quality videos that effectively communicate with target audience on living conditions.
- Ensure the videos comply with ethical guidelines and respect the diversity of perspectives.

b. Media Presence:

- Create and implement a comprehensive media strategy to ensure broad dissemination of project-related content.
- Manage presence in media and social media accounts on platforms such as Facebook, Instagram, and others.

3. Outputs:

- a. A documentary reflecting the living conditions and minimum wage in Kosovo.
- b. The documentary should have investigative content and be developed in the field in realistic conditions with chosen characters.

3. Capacities Required

The following are the key minimum capabilities required for the proper execution of the above scope of work:

- Has the necessary qualified human and technical resources capable of completing the assignment within the given time limit with high professionalism.
- Capacities to develop high quality video materials and visual campaign.
- Proven experience in working with the Civil Society Sector and Donors.
- Creativity in carrying out and developing the required activities.
- Provide transportation for filming team and equipment tv within Kosovo based on the needs of the project.

5. Timing and Location

The service agreement will start from the 19th of April 2024 until 30th of April 2024.

6. Eligibility

- Extensive and proven experience in production and editing of high-quality videos.
- Excellent technical capacities.
- Experience working with non-governmental organizations and international agencies.
- Able to work under time pressure.

7. Payment

The amount maximum amount foreseen for this service will be agreed upon. Payments will be made in one instalment.

8. Evaluation grid

The Contracting authority selects the offer with the best value for money using an 80/20 weighing between technical quality and price. Evaluation will be based on the following grid:

- Evaluation process Points
- General professional experience 40%
- Specific professional experience 40%

9. Submitting the offer

All companies/ expert that would like to express their interest, send the proposal along with financial offer, at email address brikena_berisha@iksweb.org, no later than 17th of April 2024.