

Terms of References

For procurement of Faculty/University for development of videos that promote low-cost environment and climate change adaptation measures implemented by farmers in Albania and North Macedonia

under the programme:

“Mainstreaming Environment, Climate Change and Resilience into Rural Development Agenda”

I. Background

We Effect is a Swedish development organisation present in Africa, Asia, Europe, and Latin America. Our work focuses on reducing poverty and inequality by strengthening the ability of member organisations to enable women and men, girls and boys living in poverty to improve their living conditions, defend their rights and contribute to a just society. The work is focused to the following areas: rural development, housing, gender equality and financial inclusion. In Europe, We Effect is present in Albania, Bosnia and Herzegovina, Kosovo¹, Moldova, and North Macedonia.

Target groups of We Effect’s development cooperation are We Effect’s partner organisations, mostly represented by member-based organisations active in rural development, farmers associations, producers’ groups and cooperatives. We Effect applies a rights-based approach where development interventions are results of the dialogue with our partner organisations, with strong local ownership, characterized by accountability, transparency, non-discrimination, and meaningful participation.

Recently, We Effect made significant effort in mainstreaming environment, climate change and resilience (ECCR) in the internal processes of planning, decision making and implementation of its portfolio in Europe. The initial activity for development of Environment and Social Impact Assessment for all We Effect funded projects resulted with development of baseline study for the impact of environmental degradation, climate change and natural disasters to the rural development agenda in Albania and North Macedonia. The baseline studies have selected a total of six champion rural development practitioners (farmers) who applied climate change adaptation and environmental degradation mitigation measures in agriculture. Their personal stories are subject to interest in development of video material that would contribute to the process of raising the awareness of the farmers for low-cost measures that bring positive results to safe and increased production but also to environmental protection.

For this purpose, we are looking for faculty/university from North Macedonia, Albania, or Kosovo in development of video materials that shares the personal stories of the six identified role-model farmers.

¹ This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo Declaration of Independence

II. Objective of the assignment

The main objective of the assignment is development of 9 short videos focused on sharing farmer's experience in application of environment and climate change resilience measures.

Brief description of the videos:

Video:	Length:	Place:	Filming:	Subject:
Albania				
Video 1	2m. 30s.	Dvoran	One day	Apple – sustainable pesticides management
Video 2	2m. 30s.	Dishnicë		Application of nets for protection against natural disasters as hail
Video 3	2m. 30s.	Allkaj	One day	Accumulation of rainwater for greenhouses irrigation
North Macedonia				
Video 4	2m. 30s.	Mustafino	One day	Cooperative (organic fruits and vegetables)
Video 5	2m. 30s.	Bogdanci	One day	Fruits and Tartuffes
Video 6	2m. 30s.	Radovis	One day	Gardening/Vegetables
Video 7	2m. 30s.			Expert interview
Additional Videos				
Video 8	2m. 30s.	All above locations	N/A	The video should present the way students were guided by their mentor professor/s in practice.
Video 9	5 min.	Deskwork		Compilation of all videos previously listed

The videos with the selected farmers are foreseen to be recorded in the field where environment and climate change-related measures are implemented. To enable appropriate preparatory work of the selected faculty, We Effect will provide a set of photo and video materials that serves to get the faculty familiar with the area/land where videos are going to be recorded.

In North Macedonia, the videos are going to be filmed in villages of [Mustafino](#), [Bogdanci](#), and [Radovis](#)². During the filming, the team members of the faculty present in the field will be accompanied by the local expert and/or We Effect programme officer who will provide technical information necessary for better covering the personal story of the selected rural development practitioners. All eventual needs for interpretation/translation will be arranged by We Effect.

The initial plan considers three days for filming in North Macedonia. One day of filming to be spent for each of the three selected rural development practitioners in North Macedonia, including the interview of the expert that will be present when we organize the filming in Radovis. The expected period for filming the videos in North Macedonia is September 2022.

In Albania, the videos are going to be filmed in villages of [Dvoran](#), [Allkaj](#), and [Dishnicë](#)³. During the filming, the team members of the faculty present in the field will be accompanied by the local partner organization who will provide technical background of the farmers'

² If there are changes in the initial plan, the contracted party will be timely communicated with all details needed.

³ If there are changes in the initial plan, the contracted party will be timely communicated with all details needed.

personal story. All eventual needs for interpretation/translation will be arranged by the local partner organization and We Effect.

Filming in Albania is expected to be conducted in two working days. One day of filming is planned for Dvoran and Dishnicë (15 km distance, 20 min drive) and additional one working day will be used for filming the story in Allkaj. The expected period for filming the videos in Albania is early October 2022.

The expert and three (out of six interviewees) are positively experienced in having similar interviews. Selected interviewees are expected to speak in their **native language**. In Albania, the interviewees will speak in Albanian language, while in North Macedonia all three interviewees will use Macedonian language during the interview. Each video will have two versions: 1) native language (Albanian or Macedonia) with no subtitles; and 2) native language with English subtitle.

Interested faculties/universities should prepare a **methodology** that will be used for this assignment. The methodology should be up to 2 pages. It must integrate at least two mentor professors and at least two students that are going to work with mentor professors in practice. A brief, one page resume of the proposed mentor professors must be included in the application.

A brief (one-page) **scenario** is required to be prepared and submitted as annex to the application. The brief proposed scenario will be further subject to joined development of the contractor (Faculty/University) and We Effect person in charge of the assignment (ECCR programme officer).

The type of the camera/s that will be used during the assignment should be provided with brief details of the technical characteristics. The assets used for editing of the video material should also be subject to brief elaboration.

III. Duty travel & accommodation

The assignment considers travel to Mustafino, Bogdanci and Radovis (in North Macedonia) and Dvoran, Allkaj, and Dishnicë (in Albania). The travel should be organized by the contractor. It is recommended that the filming in North Macedonia is completed in three working days, having one day of filming for each of the foreseen video story. For Albania, there is a recommendation to have one day of filming for Allkaj and additional day for Dvoran and Dishnicë due to the 20min travel distance.

Accommodation should also be organized by the contractor and the costs should be included in the financial proposal.

IV. Coordination & reporting

Selected faculty/university (contractor) will work under direct supervision of We Effect's Programme Officer for Environment, Climate Change and Resilience (ECCR programme officer). Upon signing the contract, the contract will nominate a person (focal point) that will be in charge to communicate with We Effect. The nominated focal point will communicate directly with We Effect ECCR programme officer. Both, ECCR programme officer and

contractor’s focal point will have a direct and proactive communication that is expected to include sharing of available assignment-related documents, answering questions, providing recommendations etc. The programme officer will also guide the contractor through the process of getting familiar with the measures implemented by the selected interviewees and their personal stories. The programme officer will ensure that the draft products developed by the contractor are shared internally in We Effect, collect all comments and recommendations, and further shared with the contractor in one document to avoid multilevel communication between the contractor and other stakeholders.

Logistical and technical support to the contractor is expected to be delivered by the experts and We Effect ECCR programme officer who are expected to join the process of filming in the field.

Upon signing the contract with We Effect, the team of the contractor assigned for the field work (filming) will have an introductory training on policy against sexual harassment delivered by We Effect’s Programme Officer for Gender Equality and Minorities.

The implementation of the assignment should follow the dynamics presented below:

Deliverable:	Timeline				
	Aug	Sept	Oct	Nov	Dec
1. Signed contract [contractor and We Effect]	23				
2. Detailed scenario developed		03			
3. Filming in North Macedonia conducted		24			
4. Filming in Albania conducted			10		
5. Draft videos submitted to We Effect				15	
6. Final videos submitted to We Effect					5
7. One pager report submitted to We Effect					12

Table 1. Timeline for delivery of the expected products

V. Qualification requirements

The faculty/university shall hold the following skills and experience:

- Accredited in Albania, North Macedonia or Kosovo not later than 31.12.2019.
- At least two professors nominated as mentor professors for this assignment with more than 3 years of experience in filming, acting, directing, or editing videos/films.
- At least two students (bachelors or masters) nominated for working with the mentor professors on this assignment.
- Ability to use English language on working level.
- Experience in having similar assignment will be considered as strong asset.

The contractor will be obliged to perform the following competences:

- Demonstrates integrity and fairness by modelling We Effect's values and ethical principles.
- Demonstrate professional competence and conscientious and efficient in meeting commitments.
- Observing deadlines and achieving results.
- Display cultural, gender, ethnic, religious and age sensitivity, and adaptability.

Selected faculty/university will be requested to communicate with the ECCR programme officer for any unclear situation or challenge that the faculty might face during the implementation of the tasks, especially the challenges in practicing the above-mentioned competences. If contractor is in opinion that the challenge has not been properly addressed or recovered, the contractor's focal point is encouraged to communicate the situation with the We Effect's programme director.

VI. Application procedure:

The deadline for application is **15th of August 2022**.

The application should involve:

- Copy of official accreditation of the applicant
- List of similar assignments [PDF]
- Methodology [PDF including the list of nominated professors and students]
- Brief (one page) resumes of the mentor professors [PDF]
- Very brief draft scenario [PDF]
- Financial offer [PDF]
 - Expressed in EUR.
 - Express all-inclusive gross amount including all taxis, fees, per diems, travel costs, accommodation, health insurance, travel insurance, legal fees, communication fees etc. No breakdown of detailed costs listed above is needed.

The application (with all required documents attached separately in one email) should be submitted to: samir.memedov@weeffect.org and Cc to maja.deliolanova@weeffect.org.

Note: The maximum gross amount available for this assignment is 15,500 EUR

VII. Evaluation of the offers

The incomplete applications or applications received after the deadline for submission will not be taken into consideration.

The evaluation of offers will be based on the "best value for money principle" by using a weighted scoring method to evaluate the combination of the applicants' qualification (90%) and financial proposal (10%).

The award of the contract will be made to the bidder whose offer has been evaluated as:

- Responsive/compliant/acceptable, and

- Having received the highest combined score out of a weighted technical and financial evaluation specific to the solicitation

Technical evaluation (90%):

The technical evaluation of the received offers will consist of:

- Evaluation of experience [max 20 points]
 - Years of establishment [based on the accreditation] – 5 points
 - Resume of the proposed mentor professors – 10 points
 - List of similar assignments - 10 points
- Evaluation of methodology [maximum 40 points]
- Evaluation of the brief proposed scenario [maximum 25 points]

Only the candidates who will reach the threshold of 70% (min 63 points out of 90 points available for the technical evaluation) will be considered for the financial evaluation.

Financial evaluation (10%)

Once the technical evaluation is finalized, the consultants that gain at least 63 points are going to be subject to financial evaluation conducted in the following manner:

- The offer with the lowest price shall receive the total of 10 points
- The other offers with higher prices shall receive the respective score according to the following formula: $10 * (\text{Lowest Price} / \text{Proposed Price})$.

The final evaluation will be sum of the points generated in the technical and financial evaluation. The faculty/university that gained best score in final evaluation will be offered a contract with We Effect for implementation of the assignment. In case the faculty selected as best applicable for this assignment is being prevented to sign the contract, We Effect is going to offer a contract to the faculty/university that gain second best score in the evaluation process.

VIII. Terms of payment

Due to the expected travels to 6 sites in Albania and North Macedonia, this assignment considers payment to be realized in 2 (two) instalments:

1st Instalment: 30% of the total financial offer, upon signing the contract.

2nd Instalment: 70% of the total financial offer, upon approval of all deliverables.

The 1st payment will be realized based on the email sent to samir.memedov@weeffect.org and copy to maja.deliolanova@weeffect.org with email-request for advance payment.

The 2nd (final) instalment will be realized based on the email sent to samir.memedov@weeffect.org and copy to maja.deliolanova@weeffect.org with email-request for final payment that should refer to the external hard disc that has been provided to ECCR programme officer with final (approved) videos that are subject to the contract.

IX. Declaration of relationships

The Applicant shall describe if their organization/employees have any business or personal relationships with closely associated party from We Effect, its Regional Office in Skopje, its governing bodies, and employees or with similar bodies/persons of the Client [the Organization publishing this ToR].

Closely associated party (persons, physical or legal) as per We Effect's definition is considered person who has the possibility to exert control over, or significant influence on, the other person when it comes to financial and operative decision-making concerning an activity. The purpose of the Declaration is to disclose such information which makes the application and evaluation process more transparent and supports the bids in its relevance according to conditions on the open market.