

ACBAR



اکبر

اداره هماهنگی کمکهای بشری و انکشافی برای افغانها دافغانانو لپاره د بشری او پرمختیایی مرستو د همغږی اداره

Agency Coordinating Body for Afghan Relief & Development

Terms of Reference *“Building environmental resilience in Afghanistan”* Film

Submitting a tender

If you are interested you are requested to submit your tender not later than Sunday 1 October 2017, either by:

- Email to: applications@acbar.org with subject; “Tender ACBAR Film Production”.
- Or hand delivered by 15.00 hours (03:00 pm) on 1 October 2017 to: ACBAR, Behind Zarghona School, Shahr-e-Now, Kabul, Afghanistan with subject “Tender ACBAR Film Production”. In this case, a receipt must be obtained as proof of submission, signed and dated by an ACBAR employee who took the delivery.

Late delivery will lead to the exclusion from the award procedure for this contract.

Inclusions of the tender bid

Tender bids should include the name and contact details of the bidding party, (links to) examples of former work, references of former clients, proven experience of work done in, or with people from, experience in Afghanistan and two - preferably PDF - documents as attachments; one named “Content” and one named “Costs and planning”. In case of a tender bid sent by hand delivered, the documents should be placed in one sealed envelope and sent in by the bidding party.

The “Content” document should include:

- The name and contact details of the bidding party;
- Idea for the film content and a draft outline of a proposed script that shows creativity and an understanding of the objectives and specifications of the film;
- Composition of envisaged team working on the production of the film.

The “Costs and planning” document should include:

- The name and contact details of the bidding party;
- A breakdown of costs related to the proposed script and production;
- A planning of the film production process.

Assessment of the bids

The assessment of the bids will consist of two phases. In the first phase the “Content” will be reviewed, and of the bids selected the “Costs and planning” will be reviewed in the second phase. The parties who entered bids selected in the second phase will be invited for a face-to-

face meeting, after which a final party will be selected. You will be informed whether or not your tender has been selected.

Questions about the bid

Questions about the bid can be communicated via email to: applications@acbar.org with subject; "Questions about Tender ACBAR Film Production" or by hand to ACBAR office, Behind Zarghona School, Shahr-e-Now, Kabul, Afghanistan, attention of the Advocacy Department, with the subject note; "Questions about Tender ACBAR Film Production".

Additional provisions

- Changes to tenders will be accepted only if they are received on or before the final date set for the receipt of tenders;
- No information of any kind will be given on the state of progress with regard to the evaluation of tenders;
- Expenses incurred in respect of the preparation and presentation of tenders cannot be refunded;
- Initiation of this tendering procedure imposes no obligation on ACBAR to award the contract. ACBAR shall not be liable for any compensation with respect to parties whose tenders have not been accepted;
- All documents submitted by parties will become property of ACBAR and will be regarded as confidential;
- ACBAR will not use the information in the tenders submitted that were not awarded the contract. The "Content" and "Costs and planning" documents will be destroyed after the tender procedure.

I. Background Information

Agency Coordinating Body for Afghan Relief & Development (ACBAR) is a national, independent, Non-Government Organization (NGO) that provides a platform for information sharing, networking and advocacy for national and international NGO members in Afghanistan.

ACBAR is currently implementing the project "Building environmental resilience in Afghanistan" for the United Nations Environment Programme Afghanistan (UNEP). The aim is to build better understanding of environmental management in Afghanistan among Civil Society Organizations (CSOs) and Afghan people. So that Afghanistan can have an environmentally sustainable future.

II. Objectives

The main objectives of "Building environmental resilience in Afghanistan" film are to:

- Show the reach & impact of environmental challenges in the daily lives of Afghan citizens (awareness);
- Increase civic engagement in environmental management on a tangible manner (community resilience);
- Utilize as an information tool for Civil Society Organizations (CSOs) and local communities.

III. Assignment overview and specifications of ACBAR Film

Assignment description

ACBAR seeks a - licensed - young film director/producer to create a (maximum) 2 minutes film in the local language. Demonstrated experience in filming development related topics, and working within the scope of Afghanistan is essential. The film will give an introduction to the environmental challenges in the daily lives of Afghan citizens and how each citizen can be part of the solution. The film will be shot in Afghanistan. The selected firm will undertake all pre- to post-production activities, including research, concept development, script, location scouting, shooting, online and offline editing, music, graphics, subtitles, translations, dubbing and final mastering.

Message

The message of the film should include:

- Awareness of environmental challenges in the daily lives of Afghan citizens;
- Proactive in practical environmental management as local communities.

The message should reflect the objectives of the UNEP-ACBAR project “Building environmental resilience in Afghanistan”.

Language: Dari, subtitles in English.

Length: The ACBAR Film shall not exceed 2 minutes.

Target audience: Civil Society Organizations (CSOs) and Afghan citizens.

Tone of voice: A narrative character. On the one hand amplify Afghanistan’s environmental issues in a light educative manner and on the other hand engaging with being a solution for environmental challenges on a very practical manner.

Time frame: The production of the ACBAR film is to be completed at 1 November 2017.

IV. Main tasks, outputs and deliverables of the director/producer

Main tasks	Expected output	Indicator	Preliminary timeframe
Develop a detailed production plan in collaboration with the ACBAR Project Team.	Production plan in place.	Agreement on a detailed production plan.	5 October 2017
Develop a script on the film.	Delivery of a draft script to the ACBAR Project Team for comments.	Script for film produced and reviewed.	12 October 2017
Shooting of the film.	Preparation of draft film.	Copy of draft film available for editing.	13–21 October 2017

Editing of the film.	Production of preliminary offline version film.	Preliminary offline version of film produced and available for viewing.	22-25 October 2017
Finalize the film.	Amendment of the preliminary offline version film. Subtitles in English.	Offline version film produced, copies of film and other agreed deliverables given to the ACBAR Project Team.	26-31 October 2017

Deliverables:

- 5 Copies of the film will be delivered to ACBAR on (5) DVDs.
- ACBAR will be granted the right to make copies of the film, and to share the film offline and online.
- The original footage will be shared, and ACBAR will be given permission to adapt, use and share this material.

V. UNEP-ACBAR Project Team “Building environmental resilience in Afghanistan”

The ACBAR Project Team will comprise the Director, Deputy Director, Advocacy Manager, Civil Society Officer and Communication Officer. Final Approval: ACBAR Director.

The Project Team will provide the director/producer with all necessary information on the project “Building environmental resilience in Afghanistan” if required for the production of the film.

The Project Team will support the revision of the draft script of the film and the preliminary offline version of the film.

VI. Remuneration of Services & Mode of Payment

The remuneration for the production of the film will be \$1,300 USD. This amount will cover all cost of production (including travel costs) for the parts done by the director/producer.

- 30% of the total remuneration will be paid upon signing the contract agreement.
- 20% of the total remuneration will be paid upon delivery of the final version of the script.
- 50% of the total remuneration will be paid upon delivery of the final corporate film and other agreed deliverables.