

## Service Request Post-production of Conference Videos

Title	Post-production of raw material recorded during the Aligning Priorities Conference 2023
Type	Service contract
Reference/Contractor	POLICY ANSWERS
Contractor	Zentrum für Soziale Innovation GmbH (ZSI) Address: Linke Wienzeile 246 A-1150 Wien, Austria
Contacts	Project lead, contact for this service request: Elke Dall ( <a href="mailto:dall@zsi.at">dall@zsi.at</a> )
Eligible:	Companies or individual consultants

### Table of Contents

1. Background and Introduction.....	1
2. Description of the Scope and Purpose of the Service.....	2
3. Implementation period.....	4
4. Language.....	4
5. Ownership and the Use of Video and Raw Data.....	4
6. Qualifications.....	4
7. Quality Assurance.....	5
8. Funding and Completion of the Service & Payment.....	5
9. Application and selection.....	6
10. Contracting procedure for Service Provider.....	6

### 1. Background and Introduction

POLICY ANSWERS (R&I POLICY making, implementation ANd Support in the WEsteRn BalkanS) is a project funded by the European Union's Horizon Europe research and innovation programme under grant agreement No 101058873.

POLICY ANSWERS supports policy coordination in the Western Balkans together with the EC and the EU. 14 partner organisations, representing network nodes in the region and EU expert organisations, support policy dialogue through formal meetings (such as ministerial and steering platform and ad-hoc policy meetings), monitoring and agenda setting, capacity building and implementation of the EU's Western Balkan Agenda, as well as the alignment of thematic priorities.

Various video content has already been recorded during an important conference organised by POLICY ANSWERS in Sarajevo, Bosnia and Herzegovina, on September 13, 2023. This video content includes over 100 short videos (8 seconds) and four 5-minute interviews with key participants. This raw video material shall be edited in post-production including music selection, editing, sound design, colour grading, retouching and export.

The purpose of this service is to contract a videographer, from now on, the “service provider” who will be responsible for the post-production of the raw video material. Zentrum für Soziale Innovation GmbH, ZSI, will be the “contractor”. This service request and relevant activities will be coordinated by ZSI and formicablu, FBLU.

The materials produced in the framework of this service shall be published on the project website, YouTube and POLICY ANSWERS social media channels - and should be made available under an open Creative Commons license CC-BY (see <https://creativecommons.org/licenses/by/2.0/>). All rights are with the contractor.

## 2. Description of the Scope and Purpose of the Service

The videos produced by the service provider shall be disseminated, and suggestions for short videos to be published on the WB Infohub YouTube channel should be developed. Ideas for the storyboard should be given by the service provider. Therefore, the storyboard is part of the service.

The videos should be created based on the raw material and animations, slides, texts, sound, graphic elements can be added to make them more appealing from a communication point of view.

- Video type: suitable for LinkedIn, X, Facebook, YouTube and [www.westernbalkans-infohub.eu](http://www.westernbalkans-infohub.eu)
- Export format: The service provider should advise on this
- Duration: One 4-minute video and 6 short (40 seconds each) videos
- Distribution: LinkedIn, X, Facebook, YouTube and [www.westernbalkans-infohub.eu](http://www.westernbalkans-infohub.eu)
- Voice-over: No, but the voice from interviews should be kept
- Subtitles: Yes, English
- An intro/outro slide should be included.

The service provider's responsibilities are:

- Produce 1 long video (4 minutes) and 6 short videos (40 seconds) based on the indications given by the contractor, the raw material and the ideas the service provider will develop in the formats that are suitable for the social media channels mentioned above.

- All videos should include an intro/outro slide (a template will be provided) and have to be delivered ready for upload.
- All videos produced must be of the highest quality to represent the project. The format, duration and editing of videos must align with current social media dissemination standards and best practices and compliance with [EU communication and visibility guidelines](#).
- Edit the footage in line with the contractor;
- Audio balances the final product and converts it into formats for use on the web and social media;
- Include the EU emblem/ disclaimer at the beginning and/or end of the production, accompanied by the relevant funding statement provided by the contractor.

### 3. Implementation period

Between January 2024 and February 2024. Bilateral meetings between the service provider and the contractor will be organised based on a need or request during the implementation period.

#### Indicative timetable

Call opening	03 January 2024
Deadline for submission	15 January, 17 CET, 2024
Assessment	16-18 January 2024
Information on assessment results	19 January 2024
Meeting and signature of agreement	22-25 January 2024
Service implementation	22 January - 15 February 2024
Payment	Upon delivery of the videos, estimated 15 February 2024

Deliverables related to this Service Implementation: 7 videos by 15 February 2024

### 4. Language

Working language is English.

### 5. Ownership and the Use of Video and Raw Data

POLICY ANSWERS owns the raw and final video.

The service provider shall be responsible for obtaining all necessary licenses for any music, animations or additional graphics to be used in the final product. The costs for such licenses shall be included in the total production budget. The service provider shall

be responsible for obtaining all necessary clearance releases, permissions and/or waivers from any other rights holders, including licensors of copyrights, trademarks, or other intellectual property that may be used, featured or appear in the video.

## 6. Qualifications

- The service provider should have at least four years of experience in videography/video editing from concept to completion and post-production.
- Demonstrated experience in design, production and editing of promotional mini videos in Adobe Pro, Adobe After Effects, Final Cut Pro, etc;
- Experience in producing and preparing dissemination videos about events.

## 7. Quality Assurance

The service provider shall perform the service with reasonable care and skills and in accordance with the best commercial practices and standards in the industry of similar services. The process includes two approval stages by the contractor: one at the beginning and the second close to the end. This can include checking the storyboard and mood board and sharing the progress of the long and short videos.

The contractor must accept each stage before continuing with the next activities. If the quality or progress does not match the agreed-upon standards, the contractor reserves the right to terminate the contract. In such cases, due payment will be calculated according to the completion of the work, Unless otherwise agreed upon with the contractor, delays are not acceptable and will be considered as not achieving the quality criteria.

## 8. Funding and Completion of the Service & Payment

The acceptable offers shall be up to a 2,000 EUR lump-sum budget for the above-described tasks within this service request. This includes the service fee, as well as VAT and any other taxes and duties. No additional payment will be made.

This service will be funded by the POLICY ANSWERS project, described above in point 1. The service will be carried out as outlined under the indicative timetable in point 3 and the quality assurance described in point 7.

If the contract has to be terminated during the service period due to not achieving the expected work or other quality concerns, then the payment will be made only for the completed work.

## 9. Application and selection

### a. Submission of Application

Applications in English must be submitted by January 15 2024, 17 CET, via e-mail to [info@westernbalkans-infohub.eu](mailto:info@westernbalkans-infohub.eu) containing:

- Portfolio, work experience and at least one reference from a previous job;
- A price offer up to 2000€.

### b. Required qualification/skills/experiences of the service provider

- Experience: Proven expertise based on successful examples for post-production of videos, including references/examples.

### c. Selection

The selection will be based on the corresponding competencies of the applicant and the price offer. Furthermore, references will be reviewed.

The contractor reserves the right not to place any order.

## 10. Contracting procedure for Service Provider

The selected service provider will be informed on January 19, 2024. The service provider will sign an agreement with the contractor by January 22, 2024 at the latest. The duration of the contract will last from January 22 until March 1st, 2024.