

**TERMS OF REFERENCE
PRODUCTION OF A VIDEO OF THE PUBLIC FORUM ON THE RIGHTS OF THE CHILD**

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Duration of Assignment:

Maximum duration of the assignment is 1 month, with the preferred start on 21st November 2023.

1. BACKGROUND

NGO Domovik from Mitrovica North was established in 2010. During these years, NGO Domovik was fully operational, working on implementation of many projects. By orientation NGO Domovik is specialized as one that provides activities concerning the psychosocial and physical health, social and legal protection and education of children, youth, and members of vulnerable groups, and as an organization that seeks to help people in understanding the factors that affect their life quality.

Supported by European Union in Kosovo and Kosovar Civil Society Organization (KCSF) Domovik is organizing public/private/CSO forum on the rights of the child with the aim of promoting the new cross-sectoral commitment of public, private and non-governmental sector in exercising the child rights, as well as the promotion of youth advancements.

2. OBJECTIVE AND SCOPE

The objective and scope of the selected video production company's assignment will include the following:

- Filming of a two-day public forum;
- Development of a short video of the public forum;
- Production of the video of the public forum;

It should be emphasized that all relevant support, available at NGO Domovik, will be provided upon request of contractor.

3. ROLES AND RESPONSIBILITIES

3.1 Contractor:

The contractor will be responsible for:

- Filming of a two-day public forum;
- Development of a short video of the public forum;
- Production of the video of the public forum;
- Close cooperation with Domovik for the development of final product;
- Application of brand toolkits of Domovik and donors,

3.2 Domovik:

Domovik will have the responsibility for the overall management of contractor's engagement, and this will include the following:

- Ensuring that Domovik management staff provide all necessary support
- Supporting contractor in working in the field, scheduling, and logistics.
- Monitoring the delivery of milestones

4. KEY DELIVERABLES

- One fully produced video filmed based on scenarios, at locations and with participants specified by Domovik with the use of brand toolkits of Domovik and donors.
- Deliver final materials on a USB/Optical disk, in high-resolution, in mp4 and/or similar formats.

5. DURATION AND TIMEFRAME

The duration of the assignment should be within the timeframe of 1 month, preferable throughout the period starting from the 21st November 2023.

6. QUALIFICATIONS AND COMPETENCIES OF CONTRACTOR

- Video production company with a clear design style and a good track record;
- Proven experience in video and graphic production (Employees' CVs);
- Experience in developing materials which can be used on social media/YouTube;
- High level of creativity in developing videos, graphics or animated materials;
- Ability to deliver products on time and according to set schedule;
- Experience in working with civil society will be considered an advantage;

7. APPLICATION PROCEDURE

Applications must be sent in English or Serbian and entail the following:

- Expression of Interest and availability;
- CVs of employees;
- Expected remuneration, in the form of gross fee.

8. Zero tolerance on Sexual exploitation and abuse

Domovik applies zero tolerance on Sexual exploitation and abuse. It is, therefore, required that the interested candidates read and understand the Anti-harassment, intimidation, and bullying policy and Child Safeguarding Policy. The policies are available in Programmes/Policies section of <https://domovik.org/> web site, or through links: https://domovik.org/wp-content/uploads/2023/02/NGO-domovik-politika-protiv-zlostavljanja-zastrasivanja-i-uznemiravanja_2022.pdf; and https://domovik.org/wp-content/uploads/2023/02/Politika-za-zastitu-deteta_2022.pdf Expression of Interest clearly named as "Production of a video of the public forum on the rights of the child" can be submitted at email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before 17th November 2023, 16:00 hours local time. Only short-listed candidates will be contacted.