

**PUBLIC NOTICE FOR THE SELECTION OF VIDEO MAKING SERVICES FOR THE SUMMER SCHOOL OF THE PROJECT MUDAR “MOZAMBIQUE INTEGRATED URBAN DEVELOPMENT BY ACTIONS AND RELATIONSHIPS: EMPOWERING LOCAL GOVERNANCE”**

**Reference:** UE/MUDAR\_Videomaking Summer

**CTR:** CSO-LA/2021/428-391

**CUP:** C69J21034580006

The Centro per la Cooperazione Internazionale (CCI) intends to award a service contract for the **Video making services during the Summer School of the Project Moçambique Desenvolvimento Urbano Integrado por Acções e Relações: Fortalecer a Governação Local - MUDAR**, financed by the the European Union and implemented by the Provincia autonoma di Trento/Trento Autonomous Province (PAT) as Lead Applicant.

This contract notice and any additional information is available from [selezioni@cci.tn.it](mailto:selezioni@cci.tn.it) and on the website of the project [www.mudarbeira.org](http://www.mudarbeira.org) and of the Centro per la Cooperazione Internazionale [www.cci.tn.it](http://www.cci.tn.it).

**The deadline for submission of applications is 11 February 2024, at 23:59 ECT – European Central Time, CET – Central Europe Time (Rome time).**

**Background information:**

The Centro per la Cooperazione Internazionale (CCI) is an independent non-profit association engaged in research, analysis, information, training and knowledge promotion on issues of international cooperation, European affairs, peace and human rights. It promotes the coordination of initiatives and actors operating in the field of international cooperation, enhances the specificities of local experiences in the field of rights, sustainability, equity, and promotes their internationalization especially in the Balkans, the Mediterranean region, sub-Saharan Africa, and Latin America. Through global citizenship education, information, research and training, the Centro per la Cooperazione Internazionale works to internationalize institutional, social and productive systems for local development.

**The project:**

MUDAR (Mozambique Integrated Urban Development by Actions and Relationships: Empowering Local Governance) is a decentralised cooperation project funded by the European Union under the call Europeaid - Local Authorities: Partnerships for sustainable cities 2021. The project is managed by the Autonomous Province of Trento, in partnership with the Municipality of Beira, the University of Trento, Universidade Zambeze, the Instituto de Formação em Administração Pública e Autárquica and the Centre for International Cooperation. More information can be obtained from the website: [www.mudarbeira.org](http://www.mudarbeira.org)

The project includes a Summer School that will be held in Trento (Italy) attended by representatives of the municipality of Beira and technicians specialized in urban planning.

The Summer School is a residential training, lasting five days (15 to 20 April) to be held in Trento and involving about ten participants of the Municipality of Beira in Mozambique.

**Scope of the work:**

Within the scope of the project, CCI is looking for a **VIDEO MAKING SERVICE PROVIDER**.

The overall objective of the service is to contribute to the communication and visibility of the Summer School event and of the project in general through the production of a promotional video of the event to be shared through social media and the website of the project.

In particular, this entails the specific work:

provision of 4K footage, reusable by the CCI for autonomous production of project communication video material.

the production of a promotional video of maximum 5 minutes to be promoted on social media, website and Youtube channel concerning the Summer School. The production includes the creation of the narrative structure of the video, the editing, graphic insertion, possible insertion voiceover. We plan to make the video in three versions (English, Portuguese, Italian). Subtitle texts or voiceover audio will be provided by the Centre for International Cooperation.

A first version (teaser or short version) must be ready by the day the event closes. A second version, final must be prepared within the two weeks after the closing of the event

The production of short reels and videos to be published in the days of the event on the social pages of the project ([Instagram](#) and [Facebook](#)).

The video produced must comply with the European Union's visibility guidelines ([Communicating and raising EU visibility: Guidance for external actions](#)).

The filming should be indicative of some key moments of the Summer School training and other ongoing activities during the week:

- the institutional opening of the works (from about 9 AM on 15 April 2024 in Trento);
- a “typical” training day (which includes a visit to some places around Trento on certain dates to be decided, depending on the availability of the service provider);
- some shots or glimpses of the city of Trento;
- the closure of the works (on Friday, 19 April 2024, in Trento).

All filming and activities will be carried out in close collaboration with the Communication Manager of the project and under his direction.

### **Management:**

At CCI, the Video Making Service Provider collaborates closely with the Communication Manager and ultimately reports to the Training team coordinator & local development officer and will be included in the MUDAR team (which includes a Capacity Building officer and an E-learning officer), also in collaboration with the Administrative office of CCI.

### **Logistics and timing:**

Duration: The Summer School event will take place from 14 until 20 April 2024.

Location: Trento

Indicative start date of the assignment: upon signature of the contract

Duration of the assignment contract: until completion of the expected output to the satisfaction of CCI.

### **Office accommodation and facilities:**

The service provider will be responsible for the logistics arrangements related to their travel and accommodation in Trento during the event and will bear the related costs.

The service provider shall ensure that they are adequately equipped.

CCI shall ensure that the service provider has access to sufficient documentation and shall support access to information and contacts whenever necessary.

### **Reporting:**

The service provider shall inform the Communication Manager and the Training team coordinator & local development officer verbally or via email regularly and at any moment upon request during the performance of their tasks.

This service is provided in full autonomy and does not imply any kind of subordination towards the International Cooperation Centre.

### **Budget:**

**The maximum available budget for this assignment is 1,500 euros gross, (including all ancillary expenses, hotel, transport, and meals, all taxes and duties and VAT if applicable).**

### **Requirements:**

The following profile is required:

#### *Qualifications and skills*

- Bachelor's degree or equivalent professional experience
- Knowledge of Italian (C1 level or more)
- Advanced capability of using video making equipment and video editing software
- Availability and ability to work in teams and good communication skills
- Precision, reliability, autonomy, flexibility, inclination to problem-solving
- Interest in issues related to sustainable local development

#### *Professional experience*

- At least 1 year of experience in a similar position

Knowledge of Portuguese (B2 level) is an asset but not required.

### **Instructions:**

Participation in this procedure is open to both natural or legal persons.

Persons (both natural or legal persons) are not entitled to participate in this procedure or be awarded a contract **if** they are in any of the situations mentioned in [Sections 2.4. \(EU restrictive measures\)](#), [2.6.10.1.1 \(exclusion criteria\)](#) or [2.6.10.1.2. \(rejection from a procedure\)](#) of the practical guide. Should they be in one of these situations, their application will be considered either unsuitable or irregular.

**All documents related to the procedure must be written or translated in English.**

The offer must include the following documents:

- The CV of the person(s) who will perform the assignment
- A portfolio that presents the work done by the candidate as a professional or through their company, if any. Where possible, the candidate shall include links to their work.
- If the candidate is a company or a self-employed entrepreneur with VAT number: registration to the chamber of commerce/VAT certificate.

- Technical proposal, including a calendar of the activities and the list of technical equipment (max: 1 - 2 pages)
- The all-inclusive financial offer, which must indicate: the total cost of the service and the number of working days required. Also indicate whether VAT is applicable. VAT must be quoted separately.
- Declaration of non-exclusion, as annexed, which includes the confirmation that the person applying is not in any of the situations mentioned in [Sections 2.4. \(EU restrictive measures\)](#), [2.6.10.1.1 \(exclusion criteria\)](#) or [2.6.10.1.2. \(rejection from a procedure\)](#) of the practical guide.

Documents must be in English and PDF format. If in Italian, please attach a courtesy translation in English.

**Deadline for the submission: 11 February 2024, at 23.59**

The **subject line** of the email must be **UE/MUDAR: Videomaking Summer School\_Surname and name of the candidate** and must be addressed to the following address: [selezioni@cci.tn.it](mailto:selezioni@cci.tn.it), copy to [francesca.toniolo@cci.tn.it](mailto:francesca.toniolo@cci.tn.it).

The Centro per la Cooperazione Internazionale may, for reasons of administrative efficiency, reject any application received, for any reason beyond CCI's control, after the effective date of approval of the short-list report or of the evaluation report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

#### **Evaluation procedure:**

The quality of each application will be evaluated by an evaluation committee in accordance with the award criteria (best value for money) and the weighting detailed as follows:

Quality of technical offer (maximum = 100 points):

- Availability of qualified technical personnel equipped with professional technical equipment (minimum: camera 4k = 50 Points; maximum = 65 points maximum in case of additional equipment)
- Experience in video production in development cooperation and/or tourism promotion and/or training (1 point for each video. Maximum = 15 points)
- Experience in making multilingual videos (1 point for each video. Maximum = 10 points)
- Quality of the proposed methodology (Maximum = 10 points)

The economic offers of the candidates will be evaluated only with a technical score of at least 75 points.

The economic offer will be evaluated according to the following formula (lowest price divided by / the price of the candidate that is being considered) multiplied by \* 100.

All economic operators will be informed of the outcome of the assessment.

The selected economic operator will be offered a contract in the form of an assignment contract.

The evaluation of the technical offers will follow the procedures set out in Section 3.4.10.3 of the practical guide

#### **Interviews:**

The evaluation committee may interview the applicants after having written provisional conclusions but before concluding the technical evaluation.

Indicatively, interviews will take place from 14 February 2024.

The interview shall be conducted by telecommunication means (Google Meet or other) and the date and time of these interviews will be confirmed or notified to the applicants at least two working days in advance. If an applicant is unable to participate in an interview by force majeure, a mutually convenient alternative date and time is arranged. If the applicant is unable to participate in this second scheduled time, its application may be eliminated from the evaluation process, at the discretion of CCI.