

Promoting Human Rights and Minority Protection in South East Europe

Funded
by the European Union



COUNCIL OF EUROPE



Implemented
by the Council of Europe



**Call for submission of bids for producing the TV report on the promotion of good practices under the Joint EU/CoE Regional Project:
“Promoting Human Rights and Minority Protection in South East Europe”**

March 2016

Background

The Joint European Union and Council of Europe (hereinafter: "CoE") Project "Promoting Human Rights and Minority Protection in South East Europe" (hereinafter "The Project") has an **overall objective to improve access to rights for minorities at various levels of government in South East Europe based upon Council of Europe standards** in this field and in particular the Framework Convention for the Protection of National Minorities (hereinafter: "FCNM") and the European Charter for Regional or Minority Languages (hereinafter: "ECRML"). Specifically, the Project supports seven beneficiaries¹ to address particular issues raised by the Committee of Ministers of the Council of Europe, the Advisory Committee on the FCNM and the Committee of Experts of the ECRML, thereby supporting the beneficiaries to honor their obligations under the binding treaties and at the same time promoting minority rights.

Three specific objectives contribute in a complementary manner to achieving the overall objective of the Project:

- 1) To support **local governments** to enhance **policies and capacity for implementing recommendations on minority rights in practice** in selected local governments in the region;
- 2) To **identify and share good practices** among the participating local governments and **develop adaptable models** for use in other local governments in the region;
- 3) Based on evidence from the local level coupled with recommendations from CoE monitoring reports, to provide support on **legislative and policy changes at the central government level**.

In accordance with the Project's Description of Action under Objective 2, the Project has identified seven specific examples of good practice from the thirty-six local governments which received small grants in 2015. The seven local governments will receive additional funding to promote their achievements in 2016. The grant award ceremony will be organized in April 2016 in Podgorica, Montenegro where selected local governments will officially sign the grant agreements and start with their project implementation. The list of selected local governments is provided below:

1. Albania	Përmet
2. Bosnia and Herzegovina	Gradiška
3. Croatia	Pula
4. Montenegro	Tivat
5. Serbia	Subotica
6. "the Former Yugoslav Republic of Macedonia"	Staro Nagoričane
7. Kosovo*	Vushtrri

The selected good practice local governments will promote their activities and further develop adaptable models that address a specific issue in the minority protection field and which are applicable on regional and local level. The promotion of good practices will be organized through specifically designed open day events where local governments will be able to demonstrate their achievements under the Projects small grant program from 2015.

¹ Albania, Bosnia and Herzegovina, Croatia, Montenegro, Serbia, "the former Yugoslav Republic of Macedonia" and Kosovo* (hereafter "Beneficiaries")

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

The secretariat of the Project invites you to submit your bid for the following tasks:

1. **Scenario:** To prepare the outline of a scenario based on seven success stories for a report film that should aim to highlight efforts and achievements of the selected seven local governments in developing good practices, and specifically in developing models that are replicable/adaptable by other local governments with an interest in similar thematic areas. A particular emphasis should be placed on these success stories which affect the lives of people and also highlighting the connections between the good practice examples and the recommendations of the CoE monitoring bodies, namely the FCNM and ECRML.
2. **Schedule of visits:** The service provider will undertake field visits to the seven selected local governments, according to a schedule to be agreed with the Project Secretariat. It is expected from the service provider to capture the open day events organized by each of the seven local governments (This will be the key event where the selected local governments will present their achievements to local and regional guests).and to interview the members of the project implementation team and possibly the respective Mayors – for a total of one visit per selected local government (total of seven visits to selected local governments).
3. **Filming:** Service provider is expected to record the open days (key events) in each of the seven selected local governments, namely one event in each of the seven beneficiaries. Filming will include capturing the open day ceremony and the achievements by the good practice local government, and interviewing guests and representatives as well as the local government officials of the good practice local government. The interviews should be conducted (where applicable) with the representatives of the relevant authorities on the central level of the beneficiary. All interviews will be held in the respective local language(s) of the beneficiary, according to the wishes of the respective interviewee.
4. **Finalizing the report:** Following the successful completion of filming in the seven beneficiaries the service provider is expected to finalize the video material and to share it with the Project management for comments and approval. In addition to the overall TV report, the video material should include a short trailer (up to maximum of 4 minutes) for each of the beneficiaries (7 trailers). The service provider will arrange for English subtitles to be inserted in the TV report (and trailers subsequently). The service provider is expected to remain in regular and close communication with the Project management and to keep the Project management updated on the planned steps. Once the Project management has cleared the video material it will officially confirm that the video material can be considered as finalized.

Methodology:

The TV report will use the same approach for each of the seven beneficiaries based on the following structure:

I - Introduction:

- Short overview of the Joint EU/CoE Project ‘Promoting Human Rights and Minority Protection in South East Europe – covering project purpose, objectives and results (Interviews with the CoE and EU representatives)
- Short overview of the Project’s small grant scheme on the beneficiary level (number of projects and project themes) including comments regarding the minority situation in general – to be presented by the relevant central government authorities from each beneficiary (Interview with the Steering Committee representatives)

II – Promotion of good practice:

- Presentation of seven local governments (minority situation on local government level, results achieved under the small grant program and future plans)
- Presentation of seven open day events (focus on identification and promotion of adaptable models)

III - Conclusions

- The importance of the Project on the local and regional level;
- Good practices and their replication by other local governments;
- Joint message on importance of minority promotion and protection on regional level;

Proposed timeframe:

No.	Description of activity	Deadline for submission
1.	Selection of service provider and signing of contract	Mid April 2016
2.	Define the schedule of visits for each of the seven beneficiaries	End of April 2016
3.	Filming	May – September 2016
4.	Finalizing video material	October 2016

Important: Proposed timeframe is not final and is subject to amendments. The Project retains the right to adjust the dates which will suit the interest of the Project.

Proposed budget and duration:

The proposed fee for this exercise is EUR 1,600 per completed minute. All the costs related to the preparation of the TV report (including travel, meals and accommodation, translation services, local transportation etc.) will be included in the prescribed amount. The total duration of the TV report will not be longer than **16 minutes**;

The Project secretarial assistance

The Project will provide the successful bidder with the following documents:

1. Contact list of all relevant local governments, central level governments and relevant project partners;
2. Reports from seven selected good practice local governments as well as the activity plan for 2016 of each of the seven good practice local governments approved by the Project;
3. Calendar of key events;

This list is not intended to be exhaustive and the project will provide further support to the service provider as available and appropriate to ensure the timely completion of the task.

Final remarks:

The Service Provider shall cede to the Council, on an exclusive basis and for an unlimited period of time, all rights in the deliverables referred above. Such rights shall include in particular the right to use, reproduce, represent, publish, adapt, translate, broadcast and distribute – or to have used, reproduced, represented, published, adapted, translated, broadcast and distributed - in any country, in any language,

in any form and on any kind of support, including on a CD-ROM or the internet, the deliverables, or any part thereof, submitted by the Service Provider under the contract.

All offers shall be in English language and are to be submitted to the Project secretariat by 20 April 2016. All offers must be sent to specially designated e-mail address:

jpmin@coe.int

The offers will consist of following items:

1. Full price of the offer that include all elements of preparatory work, travel and services included.
2. CV and relevant references of the company providing the offer.

More info about the Project can be found on the webpage:

<http://pjp-eu.coe.int/en/web/minority-rights/home>

or via our Project facebook page:

<https://www.facebook.com/minority.protection>

The Project officer in charge of the portfolio is Mr Emir Adzovic (emir.adzovic@coe.int, +381 11 71 555 18)