



Kosovo Women's Network

Serving, Protecting and Promoting the Rights of Women and Girls

CALL FOR PROPOSALS

For: Video Production Companies
Subject: Service Provision on Producing a Documentary Video Presenting Kosovo Women's Network's Kosovo Women's Fund

TERMS OF REFERENCE

1. Background Information

The Kosovo Women's Network (KWN) envisions a Kosovo where women and men are equal and have equal opportunities to education, employment, political participation, healthcare, and a life without violence.

Our mission is to support, protect, and promote the rights and interests of women and girls throughout Kosovo, regardless of their political beliefs, religion, age, level of education, sexual orientation, and ability. KWN fulfils its mission through the exchange of experience and information, partnership and networking, research, advocacy, and service.

Towards achieving its vision and mission, KWN compiled a [Strategy for 2019 through 2022](#). Its purpose is to guide KWN's work during this period. The Strategy was compiled during 2018 in consultation with KWN's members, Board of Directors, and other key partners and stakeholders. KWN's Strategy involves six programmatic areas: I) Strengthening Feminist Movement in Kosovo; II) Women in Politics and Decision-making; III) Women's Right to Healthcare; IV) A Life Free from Gender-Based Violence; V) Women's Economic Empowerment; and VI) Improving Access to Quality and Gender-Sensitive Education.

2. About Kosovo Women's Fund

Shifting aid priorities and shrinking budgets have forced many donors in Kosovo to close their grant programs or decrease funding for non-governmental organizations. Other donors have funds available, but have difficult application procedures and/or only give sizeable grants. Women's groups with limited full-time human resources and English language skills face difficulties obtaining funding for their important initiatives towards gender equality and women's rights.

Therefore, the Kosovo Women's Network in close consultation with its members established the Kosovo Women's Fund (KWF) in 2012. The Fund provides small grants for women's organizations that lack access to other sources of funding and that seek to further women's rights, particularly among rural and/or marginalized groups.

KWN's KWF also provides capacity development opportunities for grant recipients, as well as other member organizations, in grant-writing, project cycle management, and financial management, furthering their capacities to apply for funding from other donors in the future.

3. Purpose of Project

The overall purpose is to produce a documentary video about the Kosovo Women's Fund. The overall goal of this documentary is to transparently present to citizens, members, officials, donors, and other civil society organizations (CSOs) how the funds were spent, setting an example of accountability and showing the "big changes" that can be accomplished with small grants. The company will also be responsible to create one-minute short clips (to be used for social media) from the content of the documentary video, of the 15 selected grantees.

4. Coordination/Responsibility

In the first Start-up meeting the selected Company will be informed in details what the documentary will be about. The Company will consult regularly and will report to the HR, Procurement and Communication Manager and Kosovo Women's Fund Coordinator. KWN will provide some assistance with arranging interviews, though the Company shall bear final responsibility with regard to logistics, including other procedures. The Company shall send a Final Draft product, as explained in the timetable below, which has to be approved by KWN before finalizing.

5. Deadline for submission of your offer*

The contract shall start from 22 May 2020. The approximate timetable shall be as follows:

Tender announced	4 May
Request for clarification due	12 May
Tender due	19 May
Tender awarded	22 May
Start-up Meeting	26 May
First Draft Video	25 June
Final Draft Video	30 June
Final Approved Video	3 July

*Please note that the implementation dates might change due to pandemic COVID-19.

6. Submission and Evaluation of Bids

Please submit detailed proposal and financial offer by 19 May 2020 to procurement@womensnetwork.org with the subject "KWF Documentary Video".

Proposals shall be evaluated by a Commission based on quality compliance and lowest cost.