

## PUBLIC

### Contents

I. General information	2
Brief information on the project .....	2
Context .....	2
The work/service provided by the contractor .....	3
Language of the video films .....	3
Location of the video films .....	3
General requirements for video films .....	4
Technical requirements for video films .....	4
The anticipated contract term.....	4
II. Tender requirements	5
1. Qualifications of proposed staff .....	5
1.1 Team Leader/Film Director:.....	5
1.1.1 General qualifications .....	5
1.1.2 Language skills:.....	5
1.2 Screenwriter:.....	5
1.2.1 General qualifications .....	5
1.2.2 Language skills:.....	5
1.3 Cameraman .....	5
1.3.1 General qualifications.....	5
1.3.2 Language skills: .....	5
1.4 Light Designer:.....	6
1.4.1 General qualifications .....	6
1.4.2 Language skills:.....	6
1.5 Narrator:.....	6
1.5.1 General qualifications .....	6
1.5.2 Language skills:.....	6
1.6 Film Editor:.....	6
1.6.1 General qualifications .....	6
1.6.2 Language skills:.....	6
3. Quantitative requirements .....	6
III. Requirements on the format of the tender	7
IV. Processing of personal data	7

## I. General information

### Brief information on the project

The Project 'Prevention of violent extremism in Central Asia (PREVECA)' is funded by the German Federal Foreign Office. The main partner of the project in the Kyrgyz Republic (KR) is the Ministry of Interior (MOI) of KR. The overall objective of PREVECA is to support the state and civil society to prevent violence and reinforce the resilience of vulnerable groups against radicalisation. It also aims at enabling authorities, including law enforcement agencies, to develop specific skills, which will allow them to prevent violence, detect early signs of radicalisation, de-escalate situations with a radicalisation potential, and increase its outreach and communication with target groups, particularly youth to build trust and social cohesion.

### Context

While discussing the joint plan between MOI KR and GIZ, the first initiated an idea of creating a series of videos aimed at raising public awareness of the new Law of KR "On Countering Extremist Activities", which was adopted by the Kyrgyz Parliament in 2023 (<https://cbd.minjust.gov.kg/112515/edition/1243725>). This law makes the emphasis on prevention measures to counter extremism, expands the list of government institutions (including local self-governments) involved in countering extremism, and clearly defines roles of the media, civil society organisations in preventing extremism.

Creating the videos has several key objectives:

- Raising public awareness of key definitions given in the law as well as measures taken by state authorities to counter extremism based on the law
- Building trust among the population towards the police (MOI KR)
- Reducing radicalisation in society

As the initiative by MOI KR is in line with the objectives of PREVECA, GIZ decided to support it within the project and plans to hire a local company through a tender to produce 3 (three) video films.

Video film #1 must be dedicated to explaining such key definitions as 'extremist activity', 'extremist organisation', 'extremist materials' etc. used in the new Law of KR "On Countering Extremist Activities". The main purpose of the video film is to raise public awareness of the definitions and their meaning in the context of the law. The target audience of this video film is the general population of the Kyrgyz Republic.

Video film #2 must describe key regulations of the new Law 'On Countering Extremist Activity' as easy as possible (not overloaded with specific terms and definitions) by focusing on the innovations given in the law and roles of different actors, who are supposed to be involved in its implementation. The creation of a new structure called 'Cross-department Commission on Countering Extremist Activities' must be mentioned in the film as a new tool to implement the law. The roles of key actors (including local self-governments, civil society organisations etc.) in implementing the law must be also explained in the video. The film must contain comments from at least three different experts, one of whom must be an expert from the Department for Countering Extremism and Illegal Migration of MOI KR. The other experts must represent the civil society, academia or think tanks. These experts must be agreed with MOI KR and GIZ before shooting the interview with them.

Video film #3 must be about state policy in countering extremism through the lens of the work of the Department for Countering Extremism and Illegal Migration of MOI KR.

The purpose of this video is to explain the work of state institutions in countering extremism by describing measures and actions taken by MOI KR, particularly the Department for Countering Extremism and Illegal Migration, in countering extremism and the results it achieved so far. The video must describe the work of the department with youth as well. It must also describe the role of the department in implementing the Programme of the Cabinet of Ministries of KR for Countering Extremism and Terrorism for 2023 – 2027, which includes the interaction of state institutions with the civil society and local self-governments. The film also must contain comments from at least three different experts, one of whom must be an expert from the Department for Countering Extremism and Illegal Migration of MOI KR. The other experts must represent the civil society, academia or think tanks. These experts must be agreed with MOI KR and GIZ before shooting the interview with them.

### **The work/service provided by the contractor**

The contractor shall provide the following work/service:

1. Develop a script for each of 3 video films (mentioned above). The script must be in detail (description of what happens in each frame etc.)
2. Write a text for the narrator in the Kyrgyz language. The text must mirror the script and video sequence
3. Develop subtitles in the Russian language
4. Discuss the scripts and narration texts with GIZ and MOI KR. The contractor shall coordinate the draft version of the scripts and narration texts with GIZ. If there are comments from GIZ and MOI KR, the scripts and narration texts shall be improved/changed accordingly. After the improvement/change, the scripts and narration texts must be approved by GIZ
5. Film the video. All equipment related to filming must be provided by the contractor
6. Post-production, including:
  - Editing. A draft of the films must be submitted to GIZ for approval. At each stage of editing, no more than two iterations of edits shall be made, which must be recorded in writing. All comments, including suggestions from MOI KR, must be considered and incorporated into the draft. After GIZ approves the submitted draft, the final edit shall be made
  - Soundtrack, musical accompaniment, sound mixing. Only licensed track and sound must be used
  - Voice-over narration (if any)
  - Placement of titles, text inscriptions, logos
  - Creating graphic elements
  - Colour correction

### **Language of the video films**

All video films must be produced in the Kyrgyz language with subtitles in the Russian language. Subtitle texts should be synchronised with the narration text.

### **Location of the video films**

The video films should be filmed in Bishkek. The contractor must send a list of proposed locations to GIZ for pre-approval.

### General requirements for video films

- The content of the films should be linguistically and culturally sensitive to the target audience, avoiding complex terms
- The films should include infographics, animations and/or visual effects to better understand the information. It is recommended to provide examples of the expected style at the stage of script for approval
- Presentation style - combined (which may include elements of animation, staged and documentary video)
- Strict adherence to the legislation norms of KR and GIZ branding policy is mandatory
- Synchronisations, text and video sequences must be gender-balanced, and content must not convey discriminatory messages, including hate speech
- At all stages of the work, the contractor must take into account recommendations of GIZ and MOI KR and, if necessary, make changes and do additional record

### Technical requirements for video films

- Timing of the video films – between 3 and 5 minutes
- Video format - 4K Full HD и 1920 x 1080 (Full HD)
- Aspect ratio - 16:9 format with subsequent adaptation of the material into 9:16 format for social networks
- Video file extension - mp4 or mov
- The voice-over text must correspond to the video sequence and be read by a professional narrator in Kyrgyz language
- Audio specifications (format, bitrate, etc.) - stereo 48 kHz 16 bit
- Adapted options for uploading and sharing on YouTube, Instagram, Facebook

### The anticipated contract term

GIZ shall hire the contractor for the anticipated contract term, tentatively from 20 February 2025 to 25 May 2025

<b>Milestones/partial works</b>	<b>Date/location/responsibility</b>	<b>Criteria for acceptance</b>
Scripts of 3 video films are developed and agreed with MOI KR and approved by GIZ	By 15.03.2025/Bishkek/contractor	Scripts of 3 video films are in line with the vision of GIZ
Filming, editing, including sub-filming (if necessary) are completed	By 30.04.2025/Bishkek/contractor	3 films shot by the contractor meet the general and technical requirements of GIZ
The final processing of the video-films (post-production) is completed and the final version of 3 video films with subtitles is sent to GIZ	By 25.05.2025/Bishkek/contractor	3 films shot by the contractor meet the general and technical requirements of GIZ

## **II. Tender requirements**

### **1. Qualifications of proposed staff**

The tenderer is required to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications on the basis of relevant CVs.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

#### **1.1 Team Leader/Film Director:**

##### **1.1.1 General qualifications**

Education: University Degree in filmmaking/film-directing, arts or related field, and/or completed a formal course in filmmaking

Professional experience: 7 years of experience in filmmaking/directing

##### **1.1.2 Language skills:**

business fluency in Kyrgyz and/or Russian

#### **1.2 Screenwriter:**

##### **1.2.1 General qualifications**

Education: University degree in philology, journalism, screenwriting or a related field, and/or completed a formal course in screenwriting

Professional experience: 7 years of practical experience of the screenplay creation

##### **1.2.2 Language skills:**

business fluency in Kyrgyz and Russian

#### **1.3 Cameraman**

##### **2. 1.3.1 General qualifications**

Education: Specialised technical education and/or completed a formal course in filmmaking

Professional experience: 7 years of experience as a cameraman

##### **1.3.2 Language skills:**

business fluency in Kyrgyz and/or Russian

## 1.4 Light Designer:

### 1.4.1 General qualifications

Education: Specialised technical education and/or completed a formal course in filmmaking and/or light designing  
Professional experience: 7 years of practical experience as a light designer

### 1.4.2 Language skills:

business fluency in Kyrgyz and/or Russian

## 1.5 Narrator:

### 1.5.1 General qualifications

Education: University degree in philology and/or journalism  
Professional experience: 7 years of experience in voicing footage for videos

### 1.5.2 Language skills:

business fluency in Kyrgyz

## 1.6 Film Editor:

### 1.6.1 General qualifications

Education: Specialised technical education and/or have completed a formal course in film editing  
Professional experience: 7 years of experience in editing films and/or music videos

### 1.6.2 Language skills:

business fluency in Kyrgyz and/or Russian

## 3. Quantitative requirements

The bidder should prepare a commercial proposal based on the following table "Specification of costs:

Specification of costs (estimated number of expert days):

Fee days	Number of experts	Number of expert-days per expert	Total of expert-days	Comments
Team Leader/Film Director	1	40	40	
Screenwriter	1	32	32	

Cameraman	1	21	21	
Light Designer	1	12	12	
Narrator	1	3	3	
Film Editor	1	27	27	
<b>Travel costs</b>	<b>Quantity</b>	<b>Price (KGS)</b>	<b>Total (KGS)</b>	<b>Comments</b>
<b>Transport costs</b>	<b>Quantity</b>	<b>Price (KGS)</b>	<b>Total (KGS)</b>	<b>Comments</b>
<b>Other costs</b>	<b>Quantity</b>	<b>Price (KGS)</b>	<b>Total (KGS)</b>	<b>Comments</b>

Since the contract to be concluded is a contract for works, you should offer your services at a fixed lump sum price, which provides an itemised breakdown of all the relevant costs (fee, transportation and other costs). The specification of inputs should provide guidance in this respect. The information in the table above provide guidance in this regard. The assessment of the financial bid is based on the lump sum price tendered, which must be realistic for the services to be rendered. In the contract itself, the budgets will be contractually agreed as maximum amounts.

### III. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. Each CV must contain links to previous works of the proposed expert. If the maximum page length is exceeded, the content appearing after the cut-off point will not be included in the assessment.

### IV. Processing of personal data

Personal data collected by GIZ may be transferred to the contractor for the fulfilment of the contract. The contractor is obliged to protect this data in accordance with GDPR regulations, in particular Art. 44-50 GDPR. The contractor must act as an independent data controller for the personal data it processes in connection with the contract and must comply with the applicable obligations under data protection law.

### Annexes

1. Assessment grid for the technical evaluation of tenders