**CALL FOR OFFERS**

**Services: Video Production, Photography, and Graphic Design**

Roma Versitas Kosovo is inviting interested professional service providers to submit their offers for the provision of **video production, photography, and mini graphic design services** to support our activities in the upcoming months.

**About TER-KOS-02**

The Project Development Objective (PDO) is to increase academic performance and graduation rates, and to enhance educational and employment opportunities for Roma students and Roma graduates. The project also aims to support the professional development of approximately 150 Roma students currently enrolled in or graduated from tertiary education, as well as up to 300 alumni of RMUSP and RVK in Kosovo. Over a three-year period, the project will work to improve their professional and personal skills, contributing to the development of their communities and Kosovar society as a whole.

**About the call:**

**Required services include:**

* Video recording and editing (events, interviews, promotional content);
* Professional photography services (event documentation, portraits, images for social media and reports);
* Graphic design services for digital materials (mini graphics for social media, posters, banners, etc.).

**Specific objectives**

1. Develop a video material with a duration of approximately 10 minutes and 1 short version for social networks (approx. 1 minute).
2. Video languages: Romanes, Albanian, Serbian and English.
3. Audio description and subtitles are to be incorporated.
4. All versions to be compatible for internet and TV screening.

**Consultancy /Production Company will be required to:**

* Develop the overall concept and script of a documentary based on inputs from Roma Versitas Kosovo.
* Present a draft video for comments about contents and outlook.

**Required qualifications and Experience of the Consultancy/ Production Company**

The production companies applying will be evaluated based on the following criteria:

* Demonstrated experience and competency in the development of film production.
* Experience in producing video reports
* Technical capacities to ensure smooth, on-time and high-quality production.
* Experience in working with non-government organizations is welcomed.

**Duration of the Assignment**The assignment is expected to be finished (final versions) by July 15th 2025.

**Intellectual Property**All outputs produced in this action shall remain the property of the Roma Verrsitas Kosovo who shall have exclusive rights over their use.

**Payment**Payment will be made in two instalments. 40% payment will be made upon receiving and reviewing the first version of the produced material following the inception meeting and remaining 60% will be made after successful delivery of the final outputs, incorporating suggestions and recommendations from Roma Versitas Kosovo.

**Application Procedure**

Applicants are required to submit the following:

* Technical Proposal: Short letter of Interest, stating why applicant considers itself suitable for the assignment
* Financial proposal/offer.

All applications should be sent via mail to [romaversitaskosovo@gmail.com](mailto:romaversitaskosovo@gmail.com) with subject (Offer for Production).

**Selection process**

Evaluation criteria are as follows:

* Experience, work references and/or CVs of the key team members to be used on the assignment: 60%.
* Financial proposal: 40%.

**Deadline for applications: 25 June 2025 (16:00 CET).**

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