Co-funded by the European Union

CN 2023/449-078

Support to the promotion of Civil Society regional actions in the Western Balkans (Phase II)

WBF Western Balkans Fund
Supporting Common Projects

Terms of reference for expertise
(PN – 7 – 005)

Providing a digital storytelling and mentorship expert within the project **"CINEBALK – Reviving Cinematic Heritage through Digital Youth Storytelling in the Western Balkans"**

1. Reference Number

3.2 Fees for Experts-Mentorship for filmmaking

2. Project title

"CINEBALK – Reviving Cinematic Heritage through Digital Youth Storytelling in the Western Balkans", PN – 7 – 005

3. Financing

This service is financed under the EU/WBF Joint Action for the project *CINEBALK – Reviving Cinematic Heritage through Digital Youth Storytelling in the Western Balkans* (Contract number PN – 7 – 005), aimed at strengthening regional cooperation and cultural preservation through youth-driven digital filmmaking and storytelling.

This digital storytelling and mentorship expert will be contracted with the objective to build youth capacity in creative digital production and cinematic reinterpretation across the Western Balkans and will collaborate closely with the project team of YRCI Albania and other national experts to ensure consistency and quality in mentoring across countries. The working language for this assignment is English.

4. Contracting Authority

Contracting Authority name:	Youth Rights and Citizenship Initiative (YRCI Albania)
Address:	St. "Kozma Naska", Neighborhood "5 Maji", Doko Complex, Elbasan, 3001, Albania
Registration Number:	M32930331M
Telephone:	+355 693376189 / +355 699920251
Email:	yrci.alb@gmail.com/
Website:	https://yrcialbania.com

Technical specification

5. Contract description

The purpose of this service is to provide a **digital filmmaking and storytelling expertise** within the framework of the *CINEBALK* project: "Reviving Cinematic Heritage through Digital Youth Storytelling in the Western Balkans."

The **digital filmmaking and storytelling expert** will support the regional youth training component and mentoring cycle as follows:

Main Responsibilities

- **Design and deliver four thematic online training sessions** (June–July 2025) for youth participants from six Western Balkan countries (Albania, Kosovo, Bosnia and Herzegovina, Montenegro, North Macedonia, and Serbia), focusing on:
  - Cultural heritage and cinematic memory
  - Smartphone-based digital filmmaking techniques (camera, light, sound, framing)
  - Visual storytelling and narrative structure
  - Scriptwriting, storyboarding, and editing fundamentals
- **Provide mentorship and technical guidance** during the film production phase (August–September 2025), including:
  - Reviewing scripts, storyboards, and film cuts
  - Offering feedback on content development and cultural storytelling
  - Supporting regional virtual feedback sessions and peer learning
- **Collaborate with project coordinators and youth organizations** to ensure the content and mentoring are inclusive, regionally relevant, and accessible to beginners.
- **Contribute to project visibility** by participating in social media content, drafting one reflective testimonial, and engaging in a post-project evaluation session.
- **Submit a final mentoring and training report** summarizing sessions, youth engagement, key outcomes, and recommendations.

Qualifications and Skills Required

- University degree/ professional course in media, communication, film studies, cultural production, or a related discipline
- At least 3 years' experience in digital storytelling, youth-centered audiovisual education, or community-based media projects
- Demonstrated ability to design and deliver engaging online training sessions, particularly with young people in the Western Balkans

- Skilled in applying participatory and non-formal education techniques, with an emphasis on inclusivity and accessibility
- Ability to produce concise and reflective narrative reports, training materials, and mentoring

summaries

- Fluency in English (written and spoken); knowledge of local languages is considered an added value

6. Number of candidates to be invited

One candidate will be invited through this call for offers.

7. Initial period of implementation of tasks

The period for the delivery of the digital storytelling and filmmaking expertise, which is the subject of these Terms of Reference, shall be agreed with the Contracting Authority. The start date of the assignment is envisaged for **10 June 2025**, and the final completion date is foreseen by **30 September 2025**.

The total number of working days foreseen for this assignment is **twelve (12)**.

This timeframe and workload are subject to confirmation and adjustment in agreement with the Contracting Authority.

8. Award criteria

Value for money principle.

9. How applications may be submitted

Applicant should submit:

- CV highlighted previous experiences/portfolio of work for companies and NBC Extract
- Copy of ID Card of the applicant/legal representative
- Financial Offer in EURO per working days.

The financial offer must be introduced in EURO and according to the format below. The fee should include all taxes and other fiscal obligations according to the law in force and will remain unchanged for this contract's duration. The payment will be made in instalments, following performance of the tasks and the submission of the deliverables/ timesheets, if not otherwise agreed between the parties.

The offers shall be submitted via e-mail to the address yrci.alb@gmail.com or physically at the offices of YRCI Albania, located at: St. "Kozma Naska", Neighborhood "5 Maji", Doko Complex, 2nd Floor, Elbasan, Albania

Deadline: All offers must be received by 3 June 2025, at 17:00 CET. Applications may be submitted in English or Albanian.

ANNEX A- FINANCIAL OFFER

Project reference:	PN – 7 – 0005
Project Title:	**CINEBALK: Reviving Cinematic Heritage through Digital Youth Storytelling in the Western Balkans**
Subject of the contract:	**Digital Storytelling and mentorship service provision**
Contracting Authority:	**Youth Rights & Citizenship Initiative**

TENDERER'S INFORMATION

Submitted by:

Name and surname	
Address	
Telephone	
e-mail	
NUIS (NIPT) if applicable	
Bank details (in EURO)	Name of the bank Name of Holder Account No: IBAN SWIFT

TENDERER'S/ APPLICANTS STATEMENT

I, the undersigned, hereby declare that I/ we have examined and accept without reserve or restriction the entire contents of the ToR referred to above. I offer to provide the services requested in the ToR on the basis of the following documents:

- CV highlighted previous experiences/portfolio of work for companies and NBC Extract
- Copy of ID Card of the applicant/legal representative
- Copy of Diploma (if applicable)
- Financial Offer Template.

In addition to that I/we confirm that am/ are fully eligible to provide services under a contract financed by the WBF and co financed by EU. I/ We confirm that we are not in any of the situations that would exclude me from competing for this assigment.

FINANCIAL OFFER

The **Daily Fee** for this service is: ……. euro/day.

NUIS No. (if registered):

Name/ Surname	
Signature	
Date	

Co-funded by the European Union

CN 2023/449-078

Support to the promotion of Civil Society regional actions in the Western Balkans (Phase II)

WBF Western Balkans Fund
Supporting Common Projects

Terms of reference for expertise

(PN – 7 – 005)

Providing technical expert in production and post-production processes within the project **"CINEBALK – Reviving Cinematic Heritage through Digital Youth Storytelling in the Western Balkans"**

1. Reference Number

3.2 Fees for Experts-Mentorship for filmmaking

2. Project title

"CINEBALK – Reviving Cinematic Heritage through Digital Youth Storytelling in the Western Balkans", PN – 7 – 005

3. Financing

This service is financed under the EU/WBF Joint Action for the project *CINEBALK – Reviving Cinematic Heritage through Digital Youth Storytelling in the Western Balkans* (Contract number PN – 7 – 005), aimed at strengthening regional cooperation and cultural preservation through youth-driven digital filmmaking and storytelling.

A **technical expert in production and post-production processes**. This includes offering practical support in video editing, sound, lighting, and montage to ensure high-quality technical output of the youth-created films. The expert will guide participants in using accessible editing tools, ensure audiovisual quality, and contribute to the technical enhancement of final products for public dissemination.

4. Contracting Authority

Contracting Authority name:	Youth Rights and Citizenship Initiative (YRCI Albania)
Address:	St. "Kozma Naska", Neighborhood "5 Maji", Doko Complex, Elbasan, 3001, Albania
Registration Number:	M32930331M
Telephone:	+355 693376189 / +355 699920251
Email:	yrci.alb@gmail.com/
Website:	https://yrcialbania.com

Technical specification

5. Contract description

The purpose of this service is to provide (1) **digital filmmaking and storytelling expertise** and (2) **technical expertise in production and post-production processes** within the framework of the *CINEBALK* project: "Reviving Cinematic Heritage through Digital Youth Storytelling in the Western Balkans."

The **technical expert in production and post-production** will support the regional youth film creation process by providing hands-on technical expertise to ensure the audiovisual quality and consistency of the final outputs.

Main Responsibilities

• Provide technical mentorship during the production and post-production phases (July–September 2025), including:

- Advising on smartphone camera usage, lighting setups, sound recording, and framing
- Supporting participants with equipment use and on-set troubleshooting
- Reviewing rough cuts, offering feedback on video and audio quality, continuity, and technical coherence
- Assisting with montage, color grading, audio balancing, subtitle integration, and final export settings

• Participate in regional virtual review sessions to support cross-border peer learning by providing constructive technical feedback

• Coordinate with the creative/mentorship expert to align the technical production with the storytelling vision

• Ensure the final short films meet minimum technical standards for screening and dissemination

Qualifications and Skills Required – Technical Expert in Production and Post-Production

• University degree, professional certification, or equivalent demonstrated experience in video editing, audiovisual production, or related technical fields

• Proficiency in widely used editing software such as Adobe Premiere, DaVinci Resolve, CapCut, or similar accessible tools

• Experience providing technical assistance in training, youth media, or non-formal education settings is a strong asset

• Strong problem-solving skills and ability to guide beginners through basic production and editing tasks

• Ability to deliver clear, actionable technical feedback on video and audio outputs

• Fluency in English (written and spoken); knowledge of one or more Western Balkan languages is a plus

Open to individual consultants or registered legal entities (companies/studios) with relevant portfolios

and capacity to deliver the services required

6. Number of candidates to be invited

One candidate will be invited through this call for offers.

7. Initial period of implementation of tasks

The period for the delivery of the **technical expert in production and post-production expertise** which is the subject of these Terms of Reference, shall be agreed with the Contracting Authority. The start date of the assignment is envisaged for **Mid July 2025**, and the final completion date is foreseen by **September 2025**.

The total number of working days foreseen for this assignment is **nine (9)**.

This timeframe and workload are subject to confirmation and adjustment in agreement with the Contracting Authority.

8. Award criteria

Value for money principle.

9. How applications may be submitted

Applicant should submit:

- CV highlighted previous experiences/portfolio of work for companies and NBC Extract
- Copy of ID Card of the applicant/legal representative
- Financial Offer in EURO per working days.

The financial offer must be introduced in EURO and according to the format below. The fee should include all taxes and other fiscal obligations according to the law in force and will remain unchanged for this contract's duration. The payment will be made in instalments, following performance of the tasks and the submission of the deliverables/ timesheets, if not otherwise agreed between the parties.

The offers shall be submitted via e-mail to the address yrci.alb@gmail.com or physically at the offices of YRCI Albania, located at: St. "Kozma Naska", Neighborhood "5 Maji", Doko Complex, 2nd Floor, Elbasan, Albania

Deadline: All offers must be received by 3 June 2025, at 17:00 CET. Applications may be submitted in English or Albanian.

ANNEX A- FINANCIAL OFFER

Project reference:	PN – 7 – 0005
Project Title:	**CINEBALK: Reviving Cinematic Heritage through Digital Youth Storytelling in the Western Balkans**
Subject of the contract:	**Technical expert in production and post-production processes**
Contracting Authority:	**Youth Rights & Citizenship Initiative**

TENDERER'S INFORMATION
Submitted by:

Name and surname	
Address	
Telephone	
e-mail	
NUIS (NIPT) if applicable	
Bank details (in EURO)	Name of the bank Name of Holder Account No: IBAN SWIFT

TENDERER'S/ APPLICANTS STATEMENT

I, the undersigned, hereby declare that I/ we have examined and accept without reserve or restriction the entire contents of the ToR referred to above. I offer to provide the services requested in the ToR on the basis of the following documents:

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- Copy of Diploma (if applicable)
- Financial Offer Template.

In addition to that I/we confirm that am/ are fully eligible to provide services under a contract financed by the WBF and co financed by EU. I/ We confirm that we are not in any of the situations that would exclude me from competing for this assigment.

FINANCIAL OFFER

The **Daily Fee** for this service is: ……. euro/day.

NUIS No. (if registered):

Name/ Surname	
Signature	
Date	