**Promoting Alternative Dispute Resolution (ADR) in Turkey**

**TERMS OF REFERENCE FOR SERVICE PROVIDER**

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| ***ER-3: Leadership role of the MoJ in strategic planning, policy development and co-ordination of the ADR mechanisms is strengthened.***1. **A.3.5 Developing an awareness raising strategy and carrying on the selected information campaigns**
	* + **Production of a video films**
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1. **ABOUT THE PROJECT**

EU-CoE Joint Project on “Promoting Alternative Dispute Resolution in Turkey” is co-funded by the European Union and the Council of Europe and implemented by the Council of Europe. The Ministry of Justice of the Republic of Turkey – Directorate General for Criminals Affairs and Directorate General for Legal Affairs are the end beneficiaries of the Project. The Central Finance and Contracts Unit is the contracting authority.

Project’s overall objective is to improve the effectiveness of the justice system and access to justice by providing a faster dispute resolution for the citizens, businesses, legal persons and other organisations and institutions at large.

Project’s specific objectives are:

i) To enhance the scope and application of the conciliation and to implement it effectively, by ensuring that the rights of minors, victims and offenders are protected, and skills and professionalisms of the staff of the Directorate General for Criminal Affairs (DGCA) within the Ministry of Justice (MoJ), as well as conciliators, legal professionals and conciliation prosecutors are strengthened.

ii) To enlarge the scope of mediation and arbitration as well as to increase the use and scope of mediation and arbitration in civil law by enhancing the capacity and qualifications of the staff of the Directorate General for Legal Affairs (DGLA) within the MoJ, as well as mediators, legal professionals and judiciary, for a consistent and efficient mediation and commercial dispute resolution.

iii) To enhance the capacity of the MoJ and the staff of the relevant Departments in strategic and policy development of Alternative Dispute Resolution (ADR) mechanisms, including and issues pertinent to the design, management and financing of its services.

1. **OBJECTIVE OF THE ASSIGNMENT**
2. Video production on mediation and arbitration (5-8 minutes)
3. **SCOPE OF THE WORK**

A video production on mediation and arbitration in Türkiye.

1. **The video production on mediation and arbitration (5-8 minutes)**

A video of 5-8 minutes in length will be developed to support the promotion of mediation and arbitration. A movie script will be delivered to the service provider. Script must be followed strictly. The video may be produced with a hybrid method which means combining:

* Real filming/shooting one or more than one people as narrator(s) in the studio, outdoors, sets and public buildings and areas.
* Filming might include aerial shooting,
* Info-graphic, video-graphic animation technics might be used,
* Main flow of the scene/text will be based on a narrative told by a professional actor/actress.
* **Concept and scenario preparation**

The scenario will be provided by the project to the service provider. The scenario will be followed strictly without any changes.

* **Production**

-Services and equipment such as studio, drawing tablet, story boards, camera, sound and microphone systems and postproduction software, dubbing equipment will be provided by the service provider,

- Film must be suitable to show on cinema screenings,

- The full and integrated film will be suitable for the publication on all professional mediums including cinemas and, on the internet, and different social media platforms (Instagram, Twitter, YouTube, Facebook, etc.),

-Shooting must be executed in a professional manner. It is necessary to have assistants and a director in the shootings, prompter and prompter operators should be provided when needed,

- All actors and actresses and dubbing artists must have a proven career in cinema or TV.

Shootings will be performed indoors (film studio) and outdoors, (shooting platforms including filming activities of the project, daily activities in courts and mediation centres, shootings with professional actors)

-Studio and outdoor shootings must be organised by the service provider. Project team will only provide assistance for the necessary legal actions to shoot inside of the public buildings, all necessary applications and permits must be obtained by the service provider for all outdoor filming.

-It is expected that the text, presentation and visuals requested and provided during the processing of the Greenbox video footage will be placed in the background, montage, audio mixing, colour editing and the final video in 4K quality (QFHD i38406 x 2160) and screen ratio adaptable to cinema screenings, 16:9 and all internet mediums.

-All actors and actresses, including both playing and dubbing phases, must be professionals with proven careers.

* **Editing and post-production**

-At the post-production process some informative elements will be added to the film during the narration. These elements could be typographic, video-graphic, animated illustrations and/or infographics.

-The technical elements must be convenient for the up-to-date filming and video-graphic tendencies.

* **Technical specifications**

-The language of the video and the other materials will be Turkish.

-The selected consultant company/service provider will undertake all pre- and post-production activities including subtitles and final mastering.

-The video must be delivered in MOV, MP4 and AVI formats.

-The video requires 4K quality (QFHD i38406 x 2160) and screen ratio adaptable to cinema screenings, 16:9 and all internet mediums.

-All the scenes of the movie will either be filmed by the service provider in 4K quality with professional actors and actresses and professional shooting teams or will be obtained by the service provider through legally binding procedures. All legal responsibility of the copyrights and originality of all scenes and the scenario belongs to the service provider.

-In accordance with the scenario, the Service Provider shall make aerial shootings if necessary; aerial shootings shall be made with aerial shooting vehicles such as helicopter, drone, flycam, aircam, helicam, etc.

-Service Provider shall use shooting equipment such as jimmy jip, steadicam, slyder, time lapse etc. when deemed necessary to increase the image quality during the shootings.

-Service Provider shall ensure that the video clips are in International Broadcasting Standards (EBU) and coded with the common video code in the broadcast formats maintained by the televisions in order to be shown on television channels in order to be used in all kinds of promotions or publications at home and abroad.

-The video might require 2D animations, illustrations/drawing, infographics, video-graphics, typographic elements if the script demands.

-All the design files must be submitted in vectoral formats (with the working files), PDF, and other formats according to needs of the work (PNG, JPG, TIFF etc.).

-Design files must be submitted ready for print and allowing to work on later on.

* **Visibility rules**

-The communication materials that will be produced under this assignment/contract must be in line with both visibility rules for external actions of Council of Europe in general and the Project of “Promoting Alternative Dispute Resolution (ADR) in Turkey” in specific.

-Visibility Rules guidelines will be provided by the project team to the consultant company/service provider.

* **Copyright and licences**

-The music, illustrations and drawings to be used in the video shall be free of copyright infringements, might be original and new or selected from copyrighted catalogues on producer’s expense. In both cases, the copyright will belong to the Project and the Council of Europe.

-The Council of Europe will be granted the right to make copies. The original footage will be shared and the Council of Europe will be given permission to adapt, use and share these materials.

* **Other items**

-In case of adding sign language to the video, the related budget item must be added into budget.

-Copies of the video will be delivered to the Council of Europe Ankara Programme office on separate USB discs and sent as online.

1. **PAYMENT SCHEDULE**

Payments will be done according to following schedule:

* Final payment of **100%** upon the submission and acceptance of the final versions of the deliverable.