

## TERMS OF REFERENCE

### Call for Short-Term Consultancy

#### Production of Didactic Videos for capacity building of Justice Professionals

In the framework of the Project “**Youth Voice for Justice and Rights**” funded by the Austrian Development Agency (ADA) with funds of Austrian Development Cooperation, Terre des hommes Mission in Albania is seeking to contract a professional service company/consultant that displays the human, ethical and technical demands to provide “Filming and production of didactic videos for capacity building of justice professionals” on child friendly interviewing techniques.

#### About us

Terre des hommes (Tdh) Mission in Albania is a non-profit making organization that has been operating for over 30 years in the field of child rights and child protection. Tdh Albania is implementing programs in the field of migration and anti-trafficking, child protection and access to justice and collaborates with national and local partners to contribute to system strengthening, advocacy, cooperation mechanisms, models of interventions that promote the well-being of vulnerable children, youth, and families, fostering social inclusion in the most marginalized communities.

#### About the project

“Youth Voice for Justice and Rights” is a project funded by the Austrian Development Agency (ADA) with funds of Austrian Development Cooperation and implemented by the Terre des hommes Albania (Tdh). The project is implemented in municipalities of Tirana, Elbasan, Cerrik, Lezhe, Shkoder, Kukes, Diber and Fier. The project intervention is focused in three main outcomes 1) to empower children and youth to become agents of change by actively participating in child/youth led initiatives at community level that focus on rule of law, democracy, human rights, environment in local level 2) to empower children and youth to become agents of change by actively participating in child/youth led initiatives at community level that focus on gender & diversity, gender roles and social norms; 3) to build the capacities of justice professionals to provide quality services to youth offenders, victims, and witnesses during criminal proceedings. Under the third component Tdh in partnership with School of Magistrates, through external expertise, are developing a comprehensive manual/guideline that will be integrated into the school’s training curriculum. This manual/guideline will be piloted with a group of 25 students before final accreditation. To enhance the training component, the capacity-building program will be complemented by the **production of five (5) didactic videos**. These videos will simulate courtroom scenarios and focus on practical applications of child interviewing procedures, child participation, and diversion measures within the juvenile justice system.

#### Purpose of the service

The purpose of this assignment is to produce five high-quality, didactic training videos for initial and continuous training of judges and prosecutors. These videos will serve as educational tools supporting the manual/guideline that will be integrated into the training curriculum of the School of Magistrates.

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### **Tasks to be performed by the experts**

Under the guidance and supervision of Terre des hommes Program Manager on Access to Justice and external legal experts the assignment would cover the following:

- Coordinate with the School of Magistrates for filming sessions in their court simulation rooms and relevant training environments.
- Ensure filming, directing, and post-production of 5 didactic videos (courtroom simulation/case studies)
- Provide all necessary technical equipment: filming, lighting, sound, editing software.
- Integrate music (with appropriate licensing), subtitles, Tdh and partner logos, and other visual/audio elements.
- Ensure edited videos are delivered in at least HD 1080p resolution.
- Deliver a realistic timeline and filming plan, finalizing all deliverables within June 2025.
- Adhere to the timelines of the consultancy.

**Note:** *The scenarios for each video will be provided by the legal experts engaged for the preparation of mock trial didactic video materials. They will also validate the legal accuracy of each video scenario.*

### **Requirements for the professional services companies/consultant:**

Eligible applicants include **Professional Services Companies, Individual Consultants, or Teams of Consultants** who meet the following criteria:

- Minimum of 3 years' experience in video production, including educational/training videos or video-documentaries.
- Proven experience in conception, scripting, and post-production, demonstrated through work samples.
- Proficiency in video production/editing software and graphic design tools.
- Strong storytelling ability to translate legal and technical content into accessible visual formats.
- Fluency in Albanian and English (written and spoken).
- Previous work with NGOs, international organizations, or human rights/child rights projects is a strong asset.
- For individuals: Degree in Journalism, Communications, Multimedia, Film Studies, Cinematography, or Graphic Design is preferred.
- Flexibility in responding to the needs of the contracting agency.
- Ability to meet deadlines and work under pressure.
- Excellent interpersonal skills.

**The consultancy is expected to be completed within June 2025.**

### **Ethical considerations:**

All persons who work with Tdh programs are obliged to respect the Child Safeguarding Policy and General Code of Conduct.

### **SUBMISSION OF APPLICATION**

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Interested candidates are invited to send at [alb.application@tdh.ch](mailto:alb.application@tdh.ch) no later than 15 May 2025 with subject “**Consultant: Production of Didactic Videos for Capacity Building of Justice Professionals**” *the following documents*:

- Letter of interest
- Professional CV in English
- Technical Proposal outlining methodology and timeline
- Evidence of at least 3 similar previous work as laid out in this Terms of Reference
- Evidence of the technical equipment that will be used
- Financial offer (in gross EUR)
- Tax registration (if applicable)

**Selection of the Consultant company/individual will be based on:**

- How well the application meets the requirements set out in the Terms of Reference.
- Relevant proven experience
- Financial offer

**GDPR compliance:**

Your privacy is important to us. Any personal information provided by you during the application process will be treated with confidentiality and used solely for the purpose of evaluating your candidacy for this consultancy. Rest assured that your data will not be shared with third parties without your explicit consent and will be securely stored in accordance with applicable data protection laws.

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