TECHNICAL SPECIFICATIONS

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| **Title:** | **LOT 2: Prizes** |
| **Reference:** | **World Water Week 2019 - 2020: media services** |

# General information

This document contains the required technical specifications for Lot 2 (not to be modified by the Tenderer). This document contains checkboxes and text fields to be filled in by the Tenderer.

The Tenderer **must** submit this document as part of its Tender for Lot 2.

Square brackets “[…]” and checkboxes “[ ] ” indicate fields to be filled in by the Tenderer.

**I. Assignment description**

**Stockholm Water Prize** is an international water award presented annually since 1991 by the Stockholm Water Foundation. The prize has been established to honour outstanding achievements in the sustainable use and protection of the world’s water resources.

A prize ceremony and royal banquet is held at the Stockholm City Hall as part of World Water Week. During the ceremony, the Laureate accepts the prize from the hands of His Majesty Carl XVI Gustaf, King of Sweden, official patron of the prize.

**Stockholm Junior Water Prize** gathers imaginative young minds from all over the world, encouraging their continued interest in water and sustainability issues. The competition draws more than 10,000 entries from some 35 countries. H.R.H. Crown Princess Victoria of Sweden as the Patron of the prize. The national finalists come to Stockholm during World Water Week. The winner is announced during this ceremony by H.R.H Crown Princess Victoria of Sweden.

SIWI seeks a competent production team to produce two (2) 2-4-minute highlight films per year (1 per prize/year) that include winner presentations and speeches, VIP speech highlights, interviews with the respective winners and jury representatives. It is anticipated that the Stockholm Water Prize film is slightly longer given the speeches.

Event times as follows (all dates and times TBC; venues MAY change in 2020):

* Stockholm Junior Water Prize – Berns, Stockholm Tuesday 28 August 2018, 1730-2130 (interviews to take place after the end of the ceremony)
* Stockholm Water Prize Ceremony – Stadshuset, Wednesday 29 August 2018, 1630–2300 (interviews to take place before the ceremony)

*Please note: Travelling to/from Stockholm and accommodation will not be covered. Lunch will be provided on-site* *during World Water Week for staff working 6 or more hours/day.*

## 2.1 Project Management

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| **Description:** Project manage the delivery of 2.2-2.4 in 2019 and 2020. * Meet with SIWI team and venues to plan events and discuss specific requirements (May-June)
* Competently project manage (including staff) throughout planning process
* Full availability to set up/take down around specified time/dates, including outside office hours as required.
* Available to be contacted from April to August (at least) during the summer

**Please provide:** Please provide estimated hours (per year), hourly or day rate, bio/CV on proposed project manager(s) plus limitations to availability. |
| ARE THE REQUIREMENTS FULFILLED? | [ ]  Yes [ ]  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** |
| [....................................] |

## 2.2 Stockholm Junior Water Prize - highlights film

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| **Description:** A share-worthy, 2-3 min highlights film from the Stockholm Junior Water Prize award celebration, including interviews with the winner(s) and jury representative. Example: <https://vimeo.com/287238278> * Together with SIWI, develop a concept for the film that shows creativity and an understanding of our objectives, audiences and specifications of the film (provided by SIWI)
* Conduct interviews with winners and jury
* Voiceover (if required) and script for the film.

**Please provide:** At least two solutions representing different price points, with a short justification for the recommended option, and examples of comparable relevant work. |
| ARE THE REQUIREMENTS FULFILLED? | [ ]  Yes [ ]  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** |
| [....................................] |

## 2.3 Stockholm Water Prize - highlights film

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| **Description:** A share-worthy, 2-3 min highlights film of the Stockholm Water Prize ceremony including winner presentations and speeches, VIP speech highlights, pre-ceremony mingling, some VIP arrivals (as relevant) before the official ceremony commences, interviews with the VIPs and SIWI representative. Example: <https://vimeo.com/287284481> * Together with SIWI, develop a concept for the film that shows creativity and an understanding of our objectives, audiences and specifications of the film (provided by SIWI)
* Conduct interviews
* Voiceover (if required) and script for the film.

**Please provide:** Please provide at least two solutions representing different price points, with a short justification for the recommended option, and examples of comparable relevant work. |
| ARE THE REQUIREMENTS FULFILLED? | [ ]  Yes [ ]  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** |
| [....................................] |

## 2.4 Distribution

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| * SIWI will be granted the right to make copies of the film, and to share the film offline and online.
* The original footage will be uploaded to SIWI’s server, and SIWI will be given permission to adapt, use and share this material.
* Links for all events provided to SIWI at least one month in advance for promotion via social media.
* Full version uploaded onto SIWI media platform(s) within 24hrs of the event
* Highlights films delivered by 9am the following day of each event (once final version approved by SIWI).
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| ARE THE REQUIREMENTS FULFILLED? | [ ]  Yes [ ]  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** |
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