TECHNICAL SPECIFICATIONS

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| **Title:** | **LOT 6: Interviewer** |
| **Reference:** | **World Water Week 2019-2020: media services** |

# General information

This document contains the required technical specifications for Lot 6 (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 6.

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

**I. Assignment description**

SIWI seeks one or more interviewer(s) to help us deliver live initiatives during World Water Week, such as (but not necessarily limited to) the Sofa.

The Sofa has been an important component of World Water Week for the past four (4) years. A cross between an interview studio and a speakers’ corner, the Sofa consists of a series of live interviews conducted by a third party, that are broadcasted live/on demand from World Water Week through SIWI channels.

In addition to conducting the interview on camera, the project includes working with clients to, in line with their goals, optimize their content for the channel and audience, and then write questions and conduct interviews live and on-camera during World Water Week 2019 and 2020.

Depending on the total number of Sofas or other interviews required, SIWI may contract more than one (1) tenderer to complete this Lot. This number will also likely change year to year depending on demand and resources.

# Examples of previous Sofas can be found at: <https://vimeo.com/287438637>

*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.*

## Project management - Sofa

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| Description: Prepare some 30-40 interviews (actual number tbc) together with the clients. The interviews take the format of either one 20-25 min interview or one 15 min part followed by a 3 min short interview.Contact and build rapport with clients (contact information and topic outlines provided by SIWI contact) and discuss objectives.Review and do background research on the topic of each session as required;Formulating questions with the client, taking into account any recommendations from SIWIProvide minimal coaching to the client (as required).Liaise with SIWI contact person to agree a timeline for preparations and monitor progress. *Note:* Preparations will take place between May and August. Estimated contact with clients includes 1 or 2 calls, plus emails.  **Please provide:** Please provide estimated hours (per client), hourly or day rate, and bio/CV, as well as limitations on availability both in the lead-up and during the Week. | |
| ARE THE REQUIREMENTS FULFILLED? | Yes  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** | |
| [....................................] | |

## Interviews

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| **Description:** Conduct some 30-40 on-camera and/or podcast interviews (actual number tbc) in English during World Water Week (between 9-18 h). The interviews will range from 3 to 20-25 min interviews.   * Be available to do a sound test and briefing with the producer the day before the first sessions.  Greet interview guests just before their interview. Help them to relax and provide tips for being on camera.Please provide:hourly or day rate,example of recent on-camera/podcast work (preferably in an interview setting),bio/CV including an indication of knowledge of development and/or sustainability issues,limitations to availability/preferred number and distribution of interviews per day. | |
| ARE THE REQUIREMENTS FULFILLED? | Yes  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** | |
| [....................................] | |

## 5.4 Distribution

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| * SIWI will be granted the right to share the material offline and online. * The original footage will be shared, and SIWI will be given permission to adapt, use and share this material. * You will represent SIWI | |
| ARE THE REQUIREMENTS FULFILLED? | Yes  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** | |
| [....................................] | |