TECHNICAL SPECIFICATIONS

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| **Title:** | **LOT 8: World Water Week Podcast Lounge** |
| **Reference:** | **World Water Week 2019 – 2020: media services** |

# General information

This document contains the required technical specifications for Lot 8 (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 8.

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

**I. Assignment description**

SIWI is exploring possibilities around a World Water Week podcast lounge. SIWI seeks full podcast production support and limited project management support to potentially help us deliver this during World Water Week in 2019 and/or 2020.

*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.*

## 5.1 Project Management

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| * Meet with SIWI team to agree timelines and staging requirements * Competently project manage (including staff) throughout planning process, and during set-up and take down as required * Full availability to set up on 24 August, and take down on 30 august * Available to be contacted in May and August (at least)   *Note:* Content is not included in this procurement. Stage structure, furniture and signage is not included in this procurement. | |
| ARE THE REQUIREMENTS FULFILLED? | Yes  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** | |
| [....................................] | |

## 5.2 Staging & equipment

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| * Provide and set-up, together with the venue, suitable staging (stage size tbd). Includes transport and set up the day before the conference starts and break down either on the second last night or last day of the Week (Stage to be provided by SIWI and decided together with you). * Provide max six (6) head mics (journalist plus guests), mixer & mixer table, IR transmitter (for audience to be able to listen to the interview on site) for the week. Headphones will be provided by the venue. * Mic guests to prepare them for interviews and ensure sound quality   *Note:* Content is not included in this procurement. The stage structure is not included in this procurement. | |
| ARE THE REQUIREMENTS FULFILLED? | Yes  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** | |
| [....................................] | |

## 5.3 Recording

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| * Record and live-produce segments on-site at World Water Week 2019 and 2020. * Streamed through SIWI and/or partner channels * Exact format is still to be determined.   **Please provide** at least two (2) solutions that represent different price points, with a short justification for the recommended option.  Please also provide examples of relevant work.  *Note:* Internet and power are provided by the venue | |
| 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 film offline and online. * The original footage will be uploaded to SIWI server, and SIWI will be given permission to adapt, use and share this material. * Links to the separate broadcasts provided to SIWI at least one month in advance for livestreaming via social media. * Full versions uploaded onto SIWI chosen platform at completion of each interview (or at least within 24h) (links provided at least one month in advance) | |
| ARE THE REQUIREMENTS FULFILLED? | Yes  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** | |
| [....................................] | |