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1. OBJECTIVES & EXPECTED OUTPUTS

Provide services related to communication and dissemination activities.

- **Overall objective**

The overall objective to which this action contributes is the Project “Food Governance and Policies at local level – FOODGaP” financed by Interreg NEXT MED Programme and particularly in the communication strategy.

- **Specific objective(s)**

The specific objectives of this contract are related to the following activities:

- **WP2 - Communication and dissemination**

- *Activity 2.3.1 Realization of an inception video*
- *Activity 2.3.2 Realisation of the final video*
- *Activity 2.2.1 Realisation of communication products*

- **Expected outputs to be achieved by the contractor**

The service will be paid on the basis of the delivery of the specified output(s). Payments might be totally or partially withheld if the contractual result(s) have not been reached in conformity with the detailed terms of reference. Payment(s) is/are based on the approval of this/these deliverable(s). Partial payment has to be determined according to the partial implementation of the output(s).

The expected outputs of this contract are as follows:

- **Activity 2.3.1 Realization of an inception video**
 - Video editing of the KoM
- **Activity 2.3.2 Realisation of the final video**
 - Shooting, translation of the final video including collection of the local videos shot by the partners
- **Activity 2.2.1 Realisation of communication products**
 - Creation and design of a visual identity and communication material to be print:
 - Design and printing of a sail
 - Design and printing of a 3-panel leaflet
 - Design and printing of a project poster
 - Design and printing of project brochures

The financial offer shall include a breakdown indicating the price for each expected output.

2. SCOPE OF THE WORK

- **General**

2.1.1. Description of the assignment

As part of the WP 2 - Communication and dissemination, the contracted company will develop and implement a coherent visual identity for the project, producing communication materials to enhance visibility and support dissemination at local and international events. The company will also produce a narrative video by collecting and integrating contributions from all project partners, documenting the pilot actions and project results, and delivering it for presentation at the final international event.

2.1.2. Specific work

The provider will be responsible for supporting the communication and dissemination activities particularly through:

- Video editing of the KoM collecting the material already shoot by partners, this video will highlight the project's activities and intended outcomes and showcased during the 1st project meeting in Rome
- Shooting, translation of the final video including collection of the local videos shot by the partners:
 - Drafting and sharing guidelines and supervising videos produced by project partners, filming on location outside Italy, editing of filmed material and video material produced by project partners, post-production and color correction, project folders and background material, copywriting and related voice-over, soundtrack. Creation and design of a visual identity and printing materials
- Creation and design of a visual identity and communication material;
- Printing of the communication material:
 - Design and printing of a 85x250 cm sail, including a weighted structure
 - Design and printing of a 3-panel leaflet, 15x15 cm closed, 45x15 cm open, printed in four-color
 - Design and printing of a 70x100 cm project poster
 - Design and printing of 500 project brochures, 17x24 cm in size

3. LOGISTICS AND TIMING

- **Location**

All the activities will be delivered in hybrid mode, requiring the provider to join at least one event during the project implementation.

- **Start date & period of implementation of tasks**

The intended start date is 30/01/2026 and the period of implementation of the tasks will follow the period of the implementation of the project that will end on the 7/7/2028.

4. REQUIREMENTS

The minimum requirements covered by the team of experts as a whole are detailed below:

- Director
- Video Operator
- Visual Designer
- Video Editor

4.1.1. Support facilities & backstopping

The costs for support structures, including printing costs, are included in the bidder's financial offer.

- **Reporting requirements**

The report must contain a sufficiently description of the activities carried out and the communication a visual material files.

- **Submission and approval of reports**

The final report must be submitted with the relevant invoice. The report referred to above must be submitted to the project manager identified in the contract. The project manager is responsible for approving the reports.