

## Terms of Reference (ToRs)

### Event Production Services for the “Sound of Memory” Concert, Zall i Kirit, Shkoder

Name of the Project:	<b>“BRIDGES – Building Resilience, Inspiring Democratic Generations”</b>
Reference number:	<b>2025/489-534</b>
Location:	<b>Shkodër, Albania</b>
Estimated Total Value:	<b>7,500 Euro</b>
Duration:	<b>May 2026-June 2026</b>
Deadline:	<b>24.05.2026</b>

#### 1. BACKGROUND INFORMATION

##### 1.1 Contracting authority

Kujto Foundation is a non-profit organization based in Tirana, Albania, dedicated to preserving the collective memory of the communist dictatorship era (1945-1991) in Albania. Established in 2018, the foundation has been active for more than six years in promoting research and raising public awareness about the atrocities of the communist regime. Kujto’s mission is to document and make accessible the stories of those who suffered under communist persecution, ensuring their voices and experiences are not forgotten.

##### 1.2 Project Background

The project “BRIDGES - Building Resilience, Inspiring Democratic Generations”, launched in February 2026 and implemented by Kujto Foundation in partnership with Tek Bunkerri, the Albanian Center for Quality Journalism, and Citizens Channel, under Grant Contract No. 2025/489-534 and financed by the European Commission, aims to strengthen democratic culture and critical engagement with Albania’s authoritarian past.

The project addresses the limited public awareness of the legacies of the communist regime, the insufficient recognition of survivors of political persecution, and the need to engage younger generations in informed dialogue on transitional justice. Through a combination of cultural production, media outputs, archival work, and participatory activities, the action contributes to fostering a more inclusive and informed society.

##### 1.3 Background of the Assignment

Within the framework of the project “BRIDGES - Building Resilience, Inspiring Democratic Generations”, the “Sounds of Memory” concert in Zall i Kirit, Shkodër is organized as part of the project’s cultural and public engagement activities.

The assignment contributes in particular to:

- Increasing recognition and visibility of survivors of political persecution, by integrating their stories and experiences into a public cultural event;
- Enhancing participation of youth and local communities in democratic culture, including the involvement of young artists and students in the concert;
- Promoting public awareness and dialogue on Albania's authoritarian past, through artistic expression and community engagement.

The concert is expected to bring together local communities, artists, and stakeholders, serving as a platform for remembrance, reflection, and civic engagement, in line with the project's overall objective of fostering a more informed and inclusive society.

## **2. SCOPE OF THE ASSIGNMENT**

### **2.1 Objective of the consultancy**

The production company shall be responsible for the full coordination and delivery of logistical and technical services, as well as the production of audiovisual materials for the "Sounds of Memory" concert in Zall i Kirit, commemorating individuals persecuted during the communist regime.

### **2.2 Specific work for this assignment**

More specifically, the applicant is expected to complete the following assignments:

- Provide comprehensive technical and logistical support for the organization and implementation of the "Sounds of Memory" concert in Zall i Kirit, Shkodër.
- Design, install, and dismantle stage and set structures in accordance with technical and safety standards.
- Deliver, install, and arrange seating (chairs) based on the approved event layout and audience capacity.
- Provide, install, and operate professional lighting systems, including configuration, testing, and on-site technical support during the event.
- Enable generator unit, including installation, fuel provision, and technical supervision to ensure uninterrupted power supply.
- Deliver full videography services, including multi-angle recording, editing, and post-production, and submission of final audiovisual outputs in agreed formats.
- Provide, install, test, and operate professional audio equipment, ensuring sound quality, live mixing, and technical support throughout the event.
- Provide transport and logistics operations, including delivery, handling, setup, dismantling, and removal of all equipment, materials, and technical personnel.
- Cooperate with project team and concert screenwriter and organize field visits assess terrain difficulties and to coordinate work for the "Sound of Memory" concert.

## 2.3 Deliverables

The selected service provider is expected to deliver the following:

- **Concert Organization:** Full delivery of the “Sounds of Memory” concert, including all technical and logistical components (stage, audio, lighting, seating, generator, and on-site coordination), ensuring proper setup, execution, and dismantling of the event.
- **Audiovisual Materials:** Production and delivery of audiovisual outputs, including full recording of the concert, edited video(s), and promotional materials, in agreed formats and quality standards.

All deliverables must be completed within the agreed timeline and approved by the Contracting Authority prior to final payment.

## 3. TIMING OF THE ASSIGNMENT

The assignment will start on 25/05/2026 to 30/06/2026.

## 4. REQUIREMENTS FOR THE ASSIGNMENT

### 4.1 Qualifications and selection criteria for the consultant

The applicant should have the following qualifications in order to address effectively and timely the specific requirements of this assignment:

- **Relevant Experience:** Proven experience in organizing and delivering technical production services for concerts, cultural events, or similar outdoor activities.
- **Qualified Team:** Availability of a skilled technical team, including sound engineers, lighting technicians, stage managers, and logistics personnel.
- **Equipment Availability:** Ownership of or reliable access to the necessary technical equipment (stage structures, lighting, audio systems, generator, etc.) required for event implementation.
- **Audiovisual Production Capacity:** Proven experience in delivering full videography services for live events, including multi-camera recording, editing, and post-production, with the ability to deliver high-quality audiovisual outputs in agreed formats and within deadlines.
- **Timely Delivery:** Proven capacity to plan and execute all services within tight timelines, ensuring readiness and smooth event delivery.
- **Logistical Capability:** Experience in managing transport, installation, on-site coordination, and dismantling of equipment in outdoor or remote locations.
- **Collaborative Approach:** Ability to coordinate closely with the contracting authority and project team to ensure alignment with the event concept, program, and technical requirements.

#### 4.2 Conflict of Interest

The service provider must ensure that no conflict of interest arises in the implementation of this assignment. Any situation that may lead to a conflict of interest must be disclosed immediately to the Contracting Authority. Failure to do so may result in exclusion from the procedure or termination of the contract.

#### 5. CONTRACT DURATION AND PAYMENTS

The contract with the selected production company is expected to be finalized by June 30, 2026, at which the concert and visibility materials/ promotional videos will be completed and deiminated.

Payments from Kujto Foundation will be made via bank transfer, based on the company's invoices and will be made after completion of concert and delivery of the final promotional videos.

#### 6. PROPOSAL

The applicant is expected to submit a proposal, including:

- **Letter of Interest** describing the company's relevant experience in audiovisual production and event organization, including similar projects implemented. The letter should also include a list of proposed team members and the equipment to be made available for the assignment.
- **Technical Proposal**, briefly outlining the methodology for delivering technical, logistical, and videography services, including event setup, recording, and post-production.
- **Financial Offer**, indicating the total fee for the services, prepared in accordance with Annex A.
- **Company Profile and/or CVs of Key Experts**, demonstrating relevant experience and qualifications of the company and the proposed team members.

If successful, the applicants will be asked to complete the following forms that can be found in the file 'Documents to be completed after the selection phase':

- *Declaration on honour on exclusion criteria and selection criteria;*
- *Statement of Exclusivity and Availability;*
- *Financial Identification Form;*
- *Legal Entity File.*

#### **Application Process**

The deadline for submission of applications is **May 24, 2026**.

All applications should be sent by email to the following address: [al.kujto@gmail.com](mailto:al.kujto@gmail.com) indicating the title of the call in the Subject.



## 7. EVALUATION GRID

### 7.1 Evaluation Criteria

Offers submitted within the deadline and compliant with the administrative requirements will be evaluated in accordance with the best value for money principle, based on the technical quality of the offer and the financial proposal.

The evaluation will be carried out using the following criteria:

Evaluation Criteria	Score
Technical Offer	
- Relevant experience in event production and technical service delivery (concerts, cultural events, outdoor activities)	20
- Technical approach and methodology for delivery of services (stage, audio, lighting, videography, logistics)	20
- Qualifications and experience of the proposed team	20
- Availability and adequacy of technical equipment and logistical capacity	20
Financial offer	20
<b>Total Value</b>	<b>100</b>