

## **Terms of Reference for Videography Services:**

### ***DRIVE STEM: Development of Resources and Improving Visibility for Engineering in STEM***

#### **1. Background Information**

The Chamber of Engineers (CoE) is the national professional organisation catering for the interests of engineers in Malta. An ever growing, dynamic and active organisation, the CoE is continuously discussing ways and means of both enhancing and safeguarding the profession.

The CoE has a representative voice on several authorities and government boards. The Chamber also actively participates in international discussion groups through its affiliation with ENGINEERS EUROPE. The CoE offers unique opportunities to engineers and members and works incessantly to ensure the voice of engineers is effective and to enhance the co-operation between Engineers for the good of our society. The CoE's role in Malta is recognised at law through the Inġiniera Act.

#### **2. Assignment Background**

The Chamber of Engineers is working on the preparation of videographic testimonials featuring engineers from various sectors who will highlight the impact of engineering towards reaching specific Sustainable Development Goals (SDGs).

The Chamber will use this opportunity to collaborate with stakeholders to increase the students' interest in STEM subjects and to promote the engineering profession as a driver of sustainable development.

#### **3. Deliverables**

The videographer will deliver videos including interviews and notes on locations and interviewees in the required formats within fifteen days of the completion of each commission.

3.1 A minimum of 4 HD quality videos of approximately 60 seconds as per agreed brief including subtitles in Maltese.

3.2 Raw footage of video to be given to the Chamber of Engineers as their property.

3.3 Any appropriate signed Model or Property Release Forms, if a person or a private property was mainly highlighted in the footage, shall be delivered with the Images and Caption Information.

#### **4. Expected Profile**

4.1 Previous experience in undertaking video assignment for an organisation with demonstrated attractive professional portfolio.

4.2 Understanding of context and developments in the project area.

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- 4.3 Well equipped with professional grade videography equipment.
- 4.4 Proven post-production experience creating video stories as mentioned above.
- 4.5 Demonstrate an understanding of the communication requirements of a non-profit organization.
- 4.6 Good understanding of new and evolving technologies and digital platforms.

## **5. Payment of Fees**

- 5.1 A total payment will only be made in full by the Chamber of Engineers to the Videographer upon satisfactory receipt of all agreed deliverables.
- 5.2 No further fees will be due to the Videographer.
- 5.3 20% of this fee will be made in advance to the Videographer upon agreement of this contract to help cover initial costs.
- 5.4 The remaining fees will be made to the Videographer within sixty days of the satisfactory delivery of comprehensive and complete Caption Information from Videographer to the Chamber.

## **6. Expenses**

- 6.1 Upon the satisfactory completion of the commission and the satisfactory delivery of deliverables the Chamber will reimburse the Videographer for any previously agreed-to expenses over and above the fees being paid to the Videographer.
- 6.2 The Videographer will not enter into any extra expenses unless previously approved, in writing, by the Chamber.
- 6.3 Payments will be made upon receipt of financial report detailing actual expenditures substantiated by original vouchers or receipts.

## **7. Application**

- 7.1 Interested applicants are to send a detailed quotation in scope of these terms of reference by email on the email address: [education@coe.org.mt](mailto:education@coe.org.mt).
- 7.2 Quotations are to reach the email address per 7.1 by the 10<sup>th</sup> January 2025 end-of-business.
- 7.3 Applications will be acknowledged, and the most advantageous offer will be chosen.
- 7.4 Applicants will be informed of the Chamber's decision by not later than 31<sup>st</sup> January 2025.