

# Goethe-Institut Georgien

## Terms of Reference (ToR)

### Call for External Service Providers for Supporting different art forms Across Regions of Georgia | FILM Production

#### 1. BACKGROUND

**Creative Compass Georgia (CCG)** is a 4-year project funded by the European Union (EU), co-funded and implemented by the Goethe-Institut Georgien. This initiative contributes to sustainable growth and employment in cultural and creative industries (CCIs). Through empowering the cultural and creative sectors across regions in Georgia, the project aims to enhance the socio-economic environment of the country.

This will be achieved through the facilitation of capacity building, networking, collaboration, and providing funding opportunities to different CCI stakeholders with a special focus on regional cities and towns in Georgia.

#### 2. OBJECTIVE AND SCOPE OF THE ASSIGNMENT

##### 2.1 Objective

Creative Compass Georgia (CCG) is seeking external regional service providers to deliver a series of activities designed to support and develop various art forms in up to eight (8) regional municipalities of Georgia. The primary objective is to strengthen the Cultural and Creative Industries (CCI) ecosystem by fostering artistic development, enhancing local cultural capacities, and expanding access to cultural and creative industry between **July 2026 to July 2027**.

##### 2.2 Scope of Services

Selected service providers will be responsible for the delivery of activities based on the **ToR**. The services shall focus on professional growth, visibility, enhancing wider publics access and participation and long-term development of the following artistic discipline:

- Film, Documentary & Animation Production

##### 2.3 Lot Structure and Tendering Instructions

This call for services is divided into **two (2) Lots**. Tenderers should submit an offer for one or more Lots; however, each Lot requires a separate submission and only one contract can be awarded by service provider.

- **Submission of offers:** A separate technical and financial offer must be submitted for each individual Lot.
- **Evaluation:** The evaluation and award procedure should be conducted independently for each Lot.
- **Delivery Period:** The service should be delivered throughout the 07.2026 - 07.2027 period.

## 2.4 Lot Description

### **Lot 1: New, original Audiovisual Production Services (Short film, Documentary)**

#### **Scope of Services**

The service provider must develop and deliver **one (1) professionally produced short fiction or documentary film**, fully finalized and screened ready.

#### **Deliverables**

- Full production management: concept development, script/outline, filming, editing, sound design/mixing, color correction, mastering, and delivery.
- **One (1) final film with minimum duration 30 minutes (fiction / documentary):** professional formats (HD/4K video + WAV audio + subtitle files).
- The final film must be fully edited, color-graded, sound-mixed, subtitled, and technically suitable for public presentation and wider distribution.
- Geographical implementation: Activities must be implemented within the regional bases, particularly in one of the target municipalities: Akhaltsikhe, Dusheti, Gori, Kaspi, Kobuleti, Kutaisi, Poti and Zugdidi.

#### **Time frame**

- **Service Delivery period: between contract periods 07.2026 - 07.2027**
  - Concept Development & Pre-Production (July - September 2026)
  - Production & Technical Execution (October - December 2026)
  - Post-Production, Finalisation & Delivery (January 2027 - July 2027)

### **Lot 2: New, original Audiovisual Production Services (Animation & Motion-Based Works)**

## Scope of Services

The service provider **must develop and deliver one (1)** professionally produced animated or motion-based audiovisual work, fully finalized and screening-ready

## Deliverables

- Full production management: visual development, asset creation, animation or motion-design production, editing, sound design/mixing, colour correction, mastering, delivery.
- **One (1) final animated/motion-based work**, minimum duration 5 minutes (2D/3D animation, stop-motion, or mixed-media). (HD/4K video + WAV audio + subtitle files). The final film must be fully edited, color-graded, sound-mixed, subtitled, and technically suitable for public presentation and wider distribution.
- Geographical implementation: Activities must be implemented within the regional bases, particularly in one of the target municipalities: Akhaltsikhe, Dusheti, Gori, Kaspi, Kobuleti, Kutaisi, Poti and Zugdidi.

## Time frame

- **Service Delivery period: between contract periods 07.2026 - 07.2027**
  - Concept Development & Pre-Production (July - September 2026)
  - Production & Technical Execution (October - December 2026)
  - Post-Production, Finalisation & Delivery (January 2027 - July 2027)

## 3. THE OFFER:

Applicants are required to submit a unified PDF document outlining their approach to implementing the services. The document must include the following:

### Written Concept (Maximum 4 A4 Pages):

#### Implementation Approach

- Description of the planned activities and the overall methodological approach.
- Detailed presentation of the concept, format, and planned deliverables.
- Clear explanation of where, when, how, and for whom the service will be delivered.

#### Regional Experience and Multiformat Approaches

- Work carried out in Georgian regions outside Tbilisi, particularly in one of the target municipalities: Akhaltsikhe, Dusheti, Gori, Kaspi, Kobuleti, Kutaisi, Poti and Zugdidi.

### Team Composition and Roles

- A brief overview of the proposed artistic, technical team and production team, structured according to the requirements of covering all stages from creative development to final delivery.
- Relevant professional experience of team members relevant to the selected Lot(s), including directors, scriptwriters, producers, cinematographers, editors, sound designers, animators or motion designers, colourists, and technical specialists, with proven backgrounds in short fiction, documentary filmmaking, animation, or motion-based audiovisual production.
- Evidence of the team's ability to manage and coordinate complex production workflows required by the Lot(s), encompassing concept development and pre-production, filming or animation production, post-production (editing, sound design and mixing, colour correction), subtitling, mastering, and preparation of screening-ready deliverables within professional HD/4K standards.
- Clear and logical allocation of roles aligned with the chosen Lot(s).