

**Annex 1: Detailed information:**

We are seeking a budget and a proposal outline from interested film makers for the production of a documentary on Renewable Energy in your country, to be produced with assistance by the Pacific Islands Greenhouse Gas Abatement through Renewable Energy Programme (PIGGAREP) contact point.

The documentary is to be about a Renewable Energy development in any of the PICT's and should share the lessons learnt from this specific project. It should also contain a brief section outlining what Renewable Energy is and the role of PIGGAREP in the Pacific region. Please refer to the PIGGAREP chart of countries and projects on the Call for Tender document.

This documentary will be joined with others from the Pacific region to be compiled into a series that will be used for non commercial purposes to help raise awareness as to Renewable Energy, projects in the region and lessons learnt from these projects.

**Production information:**

All parts of production will be the responsibility of the film maker including research, script writing, film work, securing talent, narration, editing, packaging to dvd. SPREP will prepare the national PIGGAREP officer to ensure you work in collaboration and all necessary information and technical guidance is provided to you.

SPREP would like to review the script and any changes in the script for the purpose to ensure all **technical information is correct** however the final cut of the documentary will be the responsibility of the film maker.

**Details:**

<b>Quality</b>	Broadcast quality
<b>Length</b>	25 mins max
<b>Language</b>	If not in English then subtitles must be applied to the documentary
<b>Visibility</b>	The SPREP, PIGGAREP and partner logos must be applied at the start and end of the documentary
<b>Packaging</b>	2 x copies on DVD to be provided to SPREP
<b>Due date</b>	Final completed project must be provided to SPREP by March 28, 2011, <u>at the latest.</u>

**Ownership:**

The film maker must produce film using his or her own footage or have obtained permission to use footage that does not belong to him or her. The film-maker agrees to deliver to SPREP a film that is free of any copyright or other intellectual property right issues.

SPREP will have ownership in such portions of the film as payment has been made for and upon full payment being made ownership of the completed film will vest in SPREP. SPREP will give permission for the film to be distributed for non-commercial, educational and awareness purposes.

**Funding and payment:**

Please be aware that limited funding is available for this documentary and costs must be reasonable.

30% of the budget will be paid upon signing an agreement with SPREP

40% of the budget will be paid upon approval of a script by SPREP

30% of the final costs will be paid upon receiving 2 copies of the documentary in DVD format.

**Submissions:**

**Proposal outline:** needs to be one page maximum to explain what your Renewable Energy documentary will be about (please refer to PIGGAREP chart of countries and projects), what this documentary will achieve, who is the talent you plan to feature in this and what the production of this documentary will entail.

**Production timeline:** We understand that this needs to be flexible but we would like an idea of your timeline for this documentary – keeping in mind that we would like three copies of the completed documentary in dvd format by 28 March 2011. The timeline should include all aspects of production.

**Information on production experience:** Please provide us with a list of past productions, work experience and skill set and/or a CV.

**Detailed budget:** Please include these aspects in your detailed budget should they be relevant to you.

***Pre-Production*** – Research, scriptwriting

***Production*** – cost per hour with an estimate of hours - each cost per hour is to include tape stock and labour and should you include other details in this cost, please specify

***Post production*** – cost per hour with an estimate of hours – each cost per hour is to include labour, DVDs and should you include other details in this cost, please specify

***Other costs to consider and explained in budget*** – Travel (should your film require travel to a different island or such) should include accommodation, meals, transport, gratuities (which can cover small donation or gifts for talent should you interview locals), hiring equipment should it be needed, purchasing footage and any others you should include in this cost, please specify.