**Palestine Polytechnic University**

**Terms of Reference**

**Film production**

**Background**

Palestine Polytechnic University (PPU) was established in 1987 as a technical institute by the University Graduates’ Union (UGU), a society that provides educational services, PPU is now one of the ranked universities in the region in the fields of technical, technological and vocational higher education. It provides unique and labor market-demanded programs according to studies and researches done by specialized professionals in this field.

PPU provides higher education services to more than 6300 students in more than 50 technical, engineering, administrative and scientific specialties. With 450 qualified and specialized staff members in five main colleges; the Engineering and Technology College, the IT and Computer Engineering College, the Applied Sciences College, the Administrative Sciences and Informatics College, and the Applied Professions College that provides associate degrees. In addition, PPU provides a number of handpicked masters programs in various fields of engineering, IT and applied sciences.

In addition to higher education services, PPU provides technical consultation and training services to the local community through a number of specialized divisions and centers that incorporate scientific background with technical practice and utilize them of different natures such as training services and certification in many different fields.

**Service needed:**

Palestine Polytechnic University is in process of producing a documentary film about the university life. The aim of the documentary film is marketing the university socially to different audiences such as but not limited to donors, university visitors and most importantly new students who will join the university in the academic year 2017.

**The overall results from the documentary film are:**

• The production of audiovisual film for the Palestine Polytechnic University. The focus will be on all the university premises, programs, projects, academic and social activities.

• The film will be approximately 10 minutes in duration.

• The film will include interviews with the agreed upon target groups at the university and outside the university. The Public Relations Department is responsible of providing the consultant with the needed information for the target groups.

**The Consultant/s responsibilities and duties are as follows:**

* Revision of university archive to get an idea about the university life and activities in addition to the needed materials for the film.
* The research and the design of scenarios for the film.
* The planning of the shooting and the organization of interviews.
* The shooting of the subjects in the shooting location.
* The editing of the film.
* The production of the soundtrack.
* The subtitling of the film into English.

**Time framework:**

* The starting date is expected to **start in the second week of March ,2016** and the final cut of the film must be **complete by fourth week of April ,2016**

**Final product must be delivered in the following formats:**

* mixed sound edited master
* one split track edited master (separate narrative, music and natural sound)
* one International version edited master (a version with separate track audio as above and no subtitles, captions or other text on screen)

**Limitations :**

* The consultant is not authorized to speak on behalf Palestine Polytechnic University (PPU) unless specifically authorized by PPU.
* The consultant must submit a first draft for PPU review before moving forward.
* The consultant must commit to be available to make any changes requested by PPU at any stage of the process.
* PPU owns the copyrights for all the raw materials and all the video footage shot and audio recordings made. The consultant is not allowed to use any of the material without written approval of PPU.

**Required qualifications and skills:**

* Experience in producing narrative features and high quality documentaries.
* Proven experience in documentary films
* Experience in producing films for academic bodies.

**Offers:**

**Offers shall include the following:**

* Information regarding the experience and qualifications of the applicants, to include CVs of all personnel that will be involved in producing the documentary film.
* At least one or two examples of similar related documentary/filmmaking work.
* A proposed work schedule and timeframe.
* Sample of work for the consultant\s.

**Technical Offer** is to be submitted by email for : [prd@ppu.edu](mailto:prd@ppu.edu)

**Financial offer** in sealed envelope is to be submitted in hand to:

Palestine Polytechnic University

Wadi Al- Hariyya , C Building

Public relations office, Floor 4

**Closing date for submission offers: Monday 22th, February,2016**