

## **Annex 4 – Goods and services specification**

### **TERMS OF REFERENCE**

The supplier shall provide all following goods and services:

#### 1) Documentation

The Event Manager will be responsible for producing video and photographic documentation of the entire Festival, using British Council brand guidelines. Those professionals recruited by the Event Manager will have to submit their portfolio for consideration (post-bid award) and will have to take part in at least 5-10 hours of preparatory work with the British Council to receive training in British Council brand guidelines, our policies on audio/visual documentation and go through planning (mood-boarding, story-boarding) with the Arts team.

High Resolution photography (at least 2000 px on the smaller side, at 300 DPI)

- Full coverage of events, including pre-Festival activities (24 – 26 November)
- Documentation of all activities including those that are held outside the main event venues (but within close proximity of these); this includes both indoor/outdoors locations as well as some activities that take place at night
- Photographer will submit a shortlist of 200 images (unedited), from which British Council will select photos 100 for editing. Photographers will be responsible for providing captions as metadata for each selected image
- Besides still photography, time-lapse images will be required for activities such as mural painting and traditional sculpture making (up to 2 mins long each)

Full HD video (1080p or above)

- Short documentary 10 -15 min capturing the entire event with interviews and testimonials. A shorter edit of 3-4 mins will be produced for social media release
- Documentation should be carried in multi-camera format with enough b-rolls to create visually stimulating and dynamic content
- Editing costs should be included in the proposal
- Edited videos should be provided with English or Nepali subtitles, for other languages translation to English will be required. Transcripts of each videos will have to be provided in text for review prior to finalizing the video.
- Speaking engagements at WOW needs to be documented fully. Particularly, Bites speeches will require the production of individual videos for each speech (up to 15 mins each)
- Audio document all panel discussion (up to 6) and provide transcribed text for it

#### 2) Interpretation

- Provide live interpretation for all speaking engagements (Talks and Bites strands) of the event (Nepal<>English; Maithali<>English/Nepali) – 200 units for Main stage; 100 for Bites stage
  - o Note: Other languages maybe featured at WOW including Tharu, Kirat, Bhojpuri, Awadhi

### 3) Fabrication

#### Talks/Concert/Screenings/Performances – Janaki Mandir foyer

- Stage with carpeted flooring and of size to accommodate up to 12 occupants at a time
- For seated programs, discreet sofas and pedestals with WOW branding to hold water will be necessary
- Carpet seats and cushions for on-ground seating
- 4 tents (400 sq ft) for breakout sessions (installed in Bibha Mandap)

#### Marketplace

- Stalls measuring 8 ft x 8 ft x 8ft with access to electricity, and lights (up to 40 units)
  - o Stalls should have space overhead for branding/text

#### Bites

- Fabric walls to create intimacy and darker ambience and tent to extend existing shed to accommodate 200 audience members

#### Decorations

- WOW festival flags (on string) to cover up to 10,000 sq ft of space
- Use of colored ribbons and other recyclable or reusable material to create a festival environment as well as connections between the two venues
- Additional fabric walls to quarantine event spaces to produce singular entry/exit points (up to 500 meters)
- Painted wooden pedestals for display of exhibits and fabrication of standing walls for an exhibition in an open space
- Artistic entrance gates at 3 places measuring not more than 16 feet in height
- WOW branded signage for venues, bathrooms in recyclable or reusable media

#### WOW Hub

- Tent covering 1600 sq ft with carpet flooring and wicker shelves for books

#### Seating

- Talks: 400 people; Bites: 200 people
- 50 chairs for Speed Mentoring
- 2 chairs and two tables per Marketplace stalls
- Low tables and cushions for up to 80 people for WOW Hub

### 4) Equipment

#### Talks/Concert/Performances/Screenings

- Proportional LED backdrop for the main stage capable of high-fidelity screening of HD videos (films) and ability to live-cast talk programs
- Spot lights/tracking light for performances including a two-hour concert (restricted to WOW colors of orange, red, white)
- Speaker system conducive for a full concert.

- Pin mics for all speakers (up to 7 at a time)
- Wireless mics for public Q&A

#### Bites

- LED backdrop
- Speaker system for a seated audience of 200 people
- Spot light for up to two speakers

**Please note: British Council has a 60-inch touch-screen TV (Promultis Vari Tilt) that maybe required in the WOW Hub, this will need transportation service from the Event Manager and full insurance for any damage that maybe incurred. The value of the screen is around 20,000 GBP.**

#### Pop up Performances

- Battery-powered PA system for mobile use and announcements

#### Announcement System

- PA system where single input is simultaneously played at the two WOW venues.

#### 5) Manage

- Health and Safety amenities for participants and audiences
  - o Please note there will be a mobile clinic from Mediciti at WOW as in-kind support
- Fire safety and emergency plan
  - o Including provisions of extinguishers
- Public, accessible portable bathrooms (up to 10 units) stationed at two locations within or around the venues of WOW
- Hotel and accommodation need of participants (tentatively 50 standard rooms)
- Shuttle service to/from hotel for participants
- Nocturnal shuttle service for audiences (within a 15-km radius of Janakpurdham)
- Sanitation products for bathrooms (hand wash, toilet paper, paper towels)
- Power back-up for entire event (up to 64 Kv)
- Delegate tent (in Bibhamandap) with seating for up to 40 people (tables and chairs) where food and refreshment can be set up. This will also be the volunteers' tent
- Pre-event opening dinner for 150 pax on 24 November
- Transportation (pick-up truck) on stand-by for event runners during installation, event and uninstallation
- Cooked lunch for 200 people a day (can be served at the delegate tent)
- Water stations (up to 5 locations)
- Visitor registration (or count) at all venues

#### Accessibility

There maybe wheelchair users speaking at WOW, all stages and elevated platforms will require ramps for accessibility.

## Contingency

For inclement weather, bids should also account for contingencies such as covering for seated programs and stage.

## Other Notes and References

- Janaki Mandir foyer is now covered with marble and cannot take on stages that require in-ground support
- Branding of WOW Festivals are based on the attached WOW star logo and in terms of motifs traditional Mithali arts is the primary inspiration
- Specifications of goods and services is subject to change depending on various issues, so pricing approach should focus on unit cost
- British Council may decide to coordinate accommodation, opening dinner and transportation on its own if needed
- As mentioned in the Request for Proposal document reusable and recycle materials are the only media to be used at WOW
- Wherever implicated external professionals recruited by the bidder should prioritize women
- There are great risks of child labor in Janakpur, British Council has strict policies on Child Protection and zero tolerance of child labor practices
- Image of built stage considered for Bites stage is also enclosed below:



Image of built concrete stage next to Baudhi Mata temple. This is the considered venue for WOW Bites. The ambient light needs to be controlled and shed extended to seat 200 people.



Official WOW Madhesh 2019 logo containing red, yellow, white and black.