

**REQUEST FOR QUOTATION (RFQ)
UT-2026-ANIM-01**

Procurement of Animation Services

Uta në Sharr - Inclusive Education and Environmental Awareness through Storytelling, Animation, and Outdoor Learning

Utalaya Foundation invites qualified companies and/or individual service providers to submit a quotation for the production of an animated film under the project “*Uta në Sharr*” implemented in Kosovo. The assignment shall be carried out in accordance with the Terms of Reference (ToR) – Animation Production, attached to this RFQ.

Scope of Assignment

The selected service provider will deliver full animation production services as defined in the attached ToR, including concept development, animation production, voice and sound design, editing, and delivery of final outputs. The animation will be used for educational activities, public screenings, and awareness campaigns.

Submission Instructions

Interested bidders are invited to submit their offer by email no later than: March 3, 2026, at 23:59 hrs, at the following address: utalayafoundation@gmail.com with the heading: “UT-2026-ANIM-01”. Late submissions will not be considered.

Required Documents

The offer must include:

- Technical Proposal (methodology and timeline in line with ToR),
- Financial Proposal (detailed cost breakdown, in EUR),
- Company Profile or CV (if individual),
- Portfolio of relevant work,
- Copy of Business Registration Certificate,
- Signed Supplier Declaration

The winning bidder must submit a valid Tax Clearance Certificate within five (5) working days of contract award notification.

Evaluation Criteria

Offers will be evaluated based on:

- Compliance with RFQ requirements,
- Technical quality and relevant experience,
- Financial offer and value for money.

Financial Conditions

All prices must include applicable taxes excluding VAT (project is VAT exempt where applicable). Payment will be made via bank transfer upon satisfactory delivery of services and submission of a regular invoice, as defined in the contract.

For further information, please contact:

Utalaya Foundation - utalayafoundation@gmail.com

**TERMS OF REFERENCE (ToR)
UT-2026-ANIM-01**

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Uta në Sharr - Inclusive Education and Environmental Awareness through Storytelling, Animation, and Outdoor Learning

1. BACKGROUND

Utalaya Foundation is a Kosova-based civil society organization dedicated to inclusive education, environmental awareness, and social cohesion through creative, experiential, and child-centered approaches, with a strong focus on storytelling, arts, and nature-based learning. The foundation designs and implements multidisciplinary programs that combine literature, animation, outdoor activities, and community engagement to reach children and youth from diverse ethnic, linguistic, and social backgrounds, including marginalized and underserved communities. By working closely with schools, municipalities, cultural institutions, and international partners, Utalaya promotes intercultural dialogue, environmental responsibility, creativity, and a sense of belonging, while producing high-quality educational resources that remain accessible beyond project lifecycles. Its work emphasizes sustainability, inclusion, and innovation, positioning culture and nature as powerful tools for learning, empathy, and long-term social impact.

2. THE PROJECT

“Uta në Sharr - Inclusive Education and Environmental Awareness through Storytelling, Animation, and Outdoor Learning” a project funded by Sida through the Embassy of Sweden in Prishtina in partnership with Save the Children Kosova/o, is being implemented in 12 municipalities (Peja, Prizren, Gjilan, Obiliq, Prishtinë, North Mitro, Ferizaj, Gjakovë, Dragash, Mitrovica South, Decan, Mamusha), aimed at promoting inclusive education, environmental awareness, and storytelling for children and young people from diverse communities.

3. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to transform the illustrated book “Uta në Sharr” into a short-animated film by animating the existing illustrations and narrative into a coherent, emotionally engaging, and child-friendly animation. The animation should try to preserve (but should not be limited to) the artistic style and identity of the original illustrations while translating static visuals into dynamic storytelling. It should support the educational and environmental messages of the book and be adaptable for different formats and platforms.

4. SCOPE OF WORK

The selected company will be responsible for the complete animation production process, including the following components:

Pre-Production	Review and analysis of the illustrated book (brainstorming with the whole team, including the illustrator and author), Storyboarding and scene breakdown, Animation concept development, Script adaptation for animation (if needed), Timing and pacing plan, Voice-over integration concept, Music and sound design concept
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Production	Animation of existing illustrations, Character animation, Scene transitions and motion design, Background animation, Visual effects (where appropriate), Integration of text, narration, and dialogue
Post-Production	Editing and compositing, Sound design, Voice-over integration, Music integration, Subtitling, Color correction, Final rendering

5. DELIVERABLES

The selected service provider will be responsible for the complete delivery of the following items:

Short Animated Film	Duration: expected range: 12-15 minutes, Format: Full HD (1920x1080) minimum, Master file + compressed versions
Adapted Storyboard	Based on the book and other requests
Source files	Animation project files, Editable formats (open)
Platform-Ready Versions	Social media cut-downs (short clips/reels, trailers), Vertical and horizontal formats,
Subtitled Version	Serbian, English, Turkish

6. TIMELINE

The proposal should include a clear and realistic timeline covering contract signing, pre-production, production, review rounds, and final delivery. The expected overall duration is to be proposed by the bidder.

7. REQUIRED QUALIFICATIONS AND EXPERIENCE

Eligible service providers must:

- Be legally registered and authorized to operate as an animation studio / service provider,
- Demonstrate proven experience in working with video animation projects,
- Possess adequate technical capacity and equipment to meet the required specifications,
- Comply with Utalaya Foundation's and Save the Children's policies, including ethical standards, child safeguarding, and environmental responsibility

8. APPLICATION REQUIREMENTS

Interested parties must submit a proposal consisting of the following components:

Technical proposal:

- Business certificate or individuals/group of individuals,
- Portfolio (links to previous animations),
- Proposed animation approach,
- Team composition and roles,
- Proposed timeline with included tasks and outcome

Financial proposal:

- Total cost, inclusive of all production and delivery costs (free of VAT)

9. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Relevant experience based on completed/ongoing works (portfolio) (30%),
- Team (20%),
- Planning and timelines (10%), and
- Financial offer (40%).

Utalaya Foundation reserves the right to accept or reject any proposal and is not bound to select the lowest-priced offer.

10. RESERVATION OF RIGHTS

All animation materials produced under this assignment shall become the property of the contracting organization. The organization shall retain full usage rights for all purposes. The production company may use the work for portfolio and promotional purposes only with prior written consent.

11. CONFIDENTIALITY

All materials provided within the framework of this assignment, including illustrations, scripts, visuals, and concepts, must be treated as confidential and may not be shared with third parties without written permission.

12. APPLICATION PROCESS

Interested companies are invited to submit their proposals electronically to utalayafoundation@gmail.com, including:

- (1) Technical proposal (PDF),
- (2) Financial proposal (PDF),
- (3) Portfolio links.

Submission deadline: March 3, 2026, 23:59

Submission address: utalayafoundation@gmail.com