



TERMS OF REFERENCE

FOR

“PRODUCTION OF SHORT VIDEOS AND HIGH RESOLUTION PHOTOGRAPHS, LIVE STREAMING AND DOCUMENTARIES”

23rd February 2022

1. Background

Forum for African Women Educationalists (FAWE) Uganda Chapter is one of the 34 National Chapters of Forum for African Women Educationalists (FAWE), a pan African Non-Governmental Organization (NGO) founded in 1992 by five women ministers of education to promote girls' and women's education in Africa. FAWE Uganda was established in 1997 with the goal of accelerating female participation in education and closing the gender gap within the education system at all levels in Uganda. FAWEU's vision is “A Ugandan Society where Girls and Women Lead Dignified Lives.” Mission is “To Enhance Opportunities for Girls to Attain Quality Education and Skills through Sponsorship, Social Protection, Institutional Strengthening and Advocacy.”

FAWE Uganda will be celebrating 25 years of enhancing Girls' and women's education for development.

In order to raise awareness about the Silver Jubilee celebrations, the impact that has so far been contributed, the situation of the Girl child in Uganda and what FAWE Uganda plans to do to in ensuring Girl child education is supported, FAWE Uganda is seeking a photography and videography consultant to assist in media material development.

2. Purpose of the Assignment

FAWE Uganda is seeking for professional to provide photography, videography, documentaries and live streaming services of the various activities of the FAWE Uganda @ 25 activities.

3. Scope of the Assignment

The Contractors will be expected to deliver any of the following as required during the whole duration of the contract:

Photography:

- Photograph relevant activities, keeping in mind culture, gender and other diverse sensitivities.
- The photos should be usable for diverse audiences and have universal appeal.
- Provide captions to accompany the photos.
- Ensure that consent forms are signed by all people to be involved as will be guided by FAWE Uganda focal person.
- The consultant/firm will be required to work in close coordination with FAWE Uganda Communication Officer or such other person as may be delegated from time to time.



- Final submission of photos should be in RAW and high resolution JPEGs format.

Videography:

- Production of video (script writing, videography, editing, audio balancing, sub-titling, format exporting, archiving raw and edited work etc.). All videos produced must be of the highest quality to adequately represent the organization. All material should be shot in 16:9, HD 1080p;
- The contractors shall use their own HD quality photo and video camera and professional editing software;
- Edit the footage in line with the script agreed and approved by FAWE Uganda focal person and produce a professional quality package / report / Public Service Announcement (PSA) of broadcast quality;
- Record and edit narration /voice over where needed in according with guidance from relevant FAWE Uganda focal person;
- Embed sub-titles in the video as per need;
- Audio balance the final product and convert it in formats for use on TV, radio, web;
- Clearly identify location, name and age of interviewees, quotes and any relevant details on an as needed basis.
- Live stream the events activities as they happen on the various FAWE Uganda Social Media Platforms.

Include appropriate FAWE Uganda branding and crediting of FAWE Uganda ownership for the produced photos and videos.

4. Deliverables

Photography: At the end of each assignment, the consultant/firm will deliver a selection of powerful photos in their original JPEG or RAW format with complete captions embedded in the metadata of each photo.

Videography: At the end of each assignment, the consultant/firm is expected to deliver high quality, low compression b-Roll of the usable shots together with a well-structured and detailed shot-list.

Production of videos with various type of video durations ranging from 1 minute to 15 minutes. The video production will involve, but will not be limited to:

- Creation of the general concept of the videos;
- Development of the detailed scenarios of the videos;
- Video production (types of content: mini documentary, short journalistic reports, short human-interest video stories, etc.)
- English subtitles - on an as needed basis;
- Post-production (assembly, sound, processing, etc.);
- Ensure full coverage of the events right from the beginning to the end.
- Delivery of the final video in different formats (for TV, Radio, online).



5. Qualifications and Experience

The contractors are expected to possess the following qualifications:

- At least three (03) years of experience in videography/video editing.
- Demonstrated experience of conception, production and editing of mini video documentaries and PSAs;
- Experience covering social, humanitarian and development subjects.
- Knowledge on ethical standards in reporting on issues related to children.

6. Application Requirements

- A detailed resume and portfolio containing candidate or firm's qualifications and experiences with samples of previous work (e.g. web links to previous work). Include key project person's CVs and links to projects they worked on.
- A technical and financial proposal based on the deliverables outlined in the TOR;
- Proposed timeline of delivery;

7. Response Due Date and Time

28th February 2022 by 4:30 pm

8. Application Process

Applicants should share their expression of interest by submitting both technical and financial proposals to humanresources@faweuganda.org, with "Photography and Videography – FAWE Uganda" in the email subject line.