REQUEST FOR PROPOSAL

FOR

PROFESSIONAL PHOTOGRAPHY AND VIDEOGRAPHY SERVICES IN LAKE NAIVASHA BASIN FOR GREEN HORTICULTURE AT LAKE NAIVASHA (GOALAN) AND LAKE NAIVASHA BASIN REFORESTATION PROJECT.

WHICH COVERS 2 COUNTIES; NAKURU AND NYANDARUA

RFP NO. WWF K/ARL/004

To be received on or before 5.00 P.M.

on Tuesday 11th September 2020,

E mail kenya.procurement@wwfkenya.org
LETTER OF INVITATION

Consultancy for professional photography and videography services

The World Wide Fund for Nature Kenya is a locally registered International Non-Governmental Organization that deals with conservation of nature. Our mission is to stop the degradation of the planet’s natural environment and to build a future in which humans live in harmony with nature.

WWF Kenya seeks the services of a consultant with extensive experience in providing professional photography and videography. The overall objective of this assignment is to create a short film and series of photo stories to share key lessons, successes and challenges in ‘greening’ the horticulture industry to inspire behavior change. The film will showcase how adoption of Sustainable Consumption and Production practices, Reforestation efforts, coupled with market linkages and financial management is helping improve livelihoods and conserve.

Interested eligible candidates may obtain the complete set of Request for Proposal (RFP) document by downloading the document from the WWF Kenya website.

Prices quoted should be net inclusive of all costs and taxes, must be expressed in Kenya shillings and shall remain valid for a period of 120 days from the closing date of the tender.
Location of the assignment: Nyandarua and Nakuru Counties

Special terms and conditions
All material and footage will remain the property/copyright of the WWF-Kenya. All products to be in line with WWF-Kenya style and editorial guidelines, including correct use of WWF-Kenya and donors branding and logo[s].

Deliverables:
1. High-resolution HD/4K videos and at least 25 high quality images.
2. At least three short videos in HD (2-3 minute) each long each clip, edited with English or Swahili subtitles in HD format. Each of this short video comprises of at least 2 beneficiary testimonials.
3. WWF-Kenya’s communications team will provide the consultant with the storyboard that will guide the production including the interview guide.
4. The footage should capture wide, medium, and close-up shots of the subjects, work/action-oriented b-rolls. Time lapses, sun rise, sunset are always encouraged. Also capturing scene-setter footage with room for adding graphics later is encouraged;

The WWF-Kenya’s communications team will closely monitor the entire development and production process by providing a frequent review, comments and necessary inputs support when needed.

Skills and Qualifications:
In addition to demonstrable experience conducting similar assignments, the consultant/team is expected to have the following skills and expertise:

- Exceptional oral and written communication skills
- Experience and ability to work in diverse geographical and multi-cultural environments.
- Experience working with environmental NGOs (desired).
- Business certificate registration and proof of similar work done for other clients
- Proposed tasks and outputs (methodology);
Team composition, including summary of expertise and experience;

Proposed schedule of work (activities and milestones); Delivery time- (how long to complete the project)

Estimated level of effort and budget;

A detail description of your equipment

Availability to conduct the assignment

The Financial proposal should:

- Stipulate the fees for the assignment expressed in Kenya shillings.
- The financial proposal should be attached as a separate document from the technical proposal.

How to apply

Interested eligible candidates to submit completed Proposal Documents marked with the Tender Name and Number should be addressed to the procurement officer and send by e-mail to: kenya.procurement@wwfkenya.org to be received on or before 5 pm on 11th September 2020.