# FORM of financial offer: Videography Services for PacWastePlus Programme Communications and Visibility Actions – Palau

**Videography Services**

The PacWastePlus programme will likely be seeking to develop a variety of videography products in Palau as described:

* **Annual project document series (2022, 2023, 2024)** – including any major project announcements, facility construction documented in stages, interviews with country focal points, project stakeholders, donor agency and PacWastePlus programme team highlighting progressive achievements, challenges, and solutions. Likely products to be developed include:
  + Annual Country project progress videos (10 mins) x 3
  + Annual Country project progress teaser video (60 seconds) x 3
* **Event coverage videos** – developed as required dependent upon any events held in-country. Event coverage could include recording and footage production of 3-5 minutes videos featuring:
  + Project Meetings
  + Project Announcements and Media Conferences
  + Community outreach efforts
  + Trainings and capacity building activities
  + Interviews
* **Case Study Videos** - developed as required dependent upon any issues or opportunities identified. The 3-5 minute videos would convey the transformative and positive human and environmental impacts of these projects (for example legislative changes to make improvements in waste management, direct benefits to communities from in-country project implementation, etc.).
* **On**- **request videos** - developed as required dependent upon any issues or opportunities identified. The 3-5 minute videos may include coverage of specific key country and regional project development and implementation actions of the PacWastePlus programme

Please provide your rates and details accordingly in the table below.

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| --- | --- | --- | --- | --- | --- |
| **Videography** |  | **TOTAL COST (please quote in USD)** | | | **Estimated Production and Delivery Timeframe** |
| **10 minutes production** | **5 minutes production** | **3 minutes production** | **60 seconds production** |
| **Annual project document series** |  |  |  |  |  |
| **Event coverage videos** |  |  |  |  |  |
| **Case Study Videos** |  |  |  |  |  |
| **On**- **request videos** |  |  |  |  |  |

**Photography Services**

In addition to videography services, the PacWastePlus programme is seeking professional photography services for the duration of the project term. Photographic services will be required throughout the year. Service provision will include field trips to project sites within the country and communities and should capture gender equality and social inclusion - the situation of women in various settings and on occasions specialised conceptual photos.

On assignment for SPREP, the photographer is expected to show appropriate sensitivity towards the people they are photographing. The Photographer will also be required to follow all SPREP photography standards, guidelines, and policies.

Any photographic services will need to be managed as follows:

• **On the day of the event** – a complete set of images (min 35 images or as specified are expected to be delivered per day of work) shot as a RAW file (300 pixels/inch: minimum size 3000 x 2000 pixels), saved chronologically.

• **Within five days of the event** – Delivery of the fully edited set of high resolution (captioned) photographs

Kindly refer to the TOR for this tender for more specific details.

Please provide hourly rates and details accordingly in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Photographs** | **TOTAL COST (please quote in USD)** | | |  | **Estimated Production and Delivery Timeframe** |
| **35 still photos fully edited** | **50 still photos fully edited** | **100 still photos fully edited** | **Hourly**  **rate** |
| **On the day of the event** |  |  |  |  |  |
| **Within five days of the event** |  |  |  |  |  |
| **On** - R**equest Photographs** |  |  |  |  |  |

**NOTE:** Proposed budget, including fees for professional services and expenses, including costs for production, internal travel rates and fees.

Additional hourly rate sheets on other various video production types (animations, etc.) that can be done by the service provider can also be included.