**TERMS OF REFERENCE (TOR) FOR A FIRM TO PROVIDE VIDEO DOCUMENTARY AND STILL PHOTOGRAPHY SERVICES FOR THE RSIF ANNUAL CONFERENCE TO BE HELD FROM 15-19 NOVEMBER 2021 AS A HYBRID[[1]](#footnote-2) EVENT**

**[KENYA]**

**Project Name:** Regional Scholarship and Innovation Fund for Applied Sciences, Engineering and Technology (RSIF)

**Reference No :** KE-ICIPE-246238-NC-RFQ

**Grant No.:** D347-3A

**Expected duration:** 15 person days (over 3 months)

**Expected start date:** 1 November2021

**Application deadline**: 27th August 2021

1. **Background**

The Partnership for skills in Applied Sciences, Engineering and Technology (PASET) is an African-led initiative to strengthen skills in the applied sciences, engineering and technology to further socio-economic transformation in sub- Saharan Africa (SSA). The Regional Scholarship and Innovation Fund (RSIF), the flagship program of PASET, aims to support PhD students, post-doctoral scientists, and universities in SSA to establish high-quality training, research and innovation environments and to develop institutional capacity for the benefit of the whole region. The program, which was initiated in 2015 has supported over 180 PhD students and provided research and innovation grants through 11 African ‘Host’ Universities. Nine African countries are directly contributing to towards RSIF, while many others are in the process of joining. Visit [www.rsif-paset.org](http://www.rsif-paset.org) for more information.

The first PASET RSIF Annual Conference will take place from **15-19 November 2021** in-person at Ben-Guerir, Morocco hosted by University Mohammed VI Polytechnic (UM6P) with around 200 physical participants and additional virtual participants and speakers under the theme *African-led science, technology and innovation for contributing to the SDGs and stimulating global development*. The overall goals of the conference, which will bring together key science, technology and higher education stakeholders, are to i) share key relevant advances related to STI and higher education globally, relevant for Africa; and ii) review key achievements and progress of the PASET Regional Scholarship and Innovation Fund (RSIF) to date and get input on how to enhance its relevance and usefulness for governments and the private sector, to inform RSIF future implementation.

*icipe* intends to hire the services of a firm to provide video documentary and still photography services for the physical part of the hybrid event. The firm’s activities include those before, during, and after the conference.

1. **Objectives of the assignment**

The objectives of the assignment are:

1. To produce a storyboarding including research and development of a creative brief guided by the Conference theme
2. To capture still photos representing the activities of the conference, prior, during and post
3. To produce a total of 5 short videos (3-5 mins) based on the various conference ativities
4. To produce a final video summarizing RSIF Annaul Meeting 2021 (3-5 mins)
5. **Scope of the assignment**

The firm will work closely with *icipe*, with support from UM6P and the organisers to achieve the deliverables under section 5. The firm will implement the assignment within the framework of the concept note and programme for the conference and have access to any relevant documentation to facilitate preparation and management of the video and photography production of the physical conference. The firm is also be expected to employ relevant innovative measures for the successful execution of the assignment.

1. **Description of the assignment**

The assignment will be carried out in three parts namely:

1. **Pre-production (Before the conference):** This will involve planning and logistical activities including but not limited to:
2. Participating in regular planning meetings with the organisers.
3. Identify the areas and persons of interest for interviews.
4. Gather all the necessary information on potential interviewees
5. Conduct atleast 3-5 interviews as guided
6. Develop a creative brief
7. Design the storyboard
8. **Execution (During the conference):** This will involve activities conducted during the five-day conference including but not limited to:
9. Video Production
10. Still photograph
11. A debriefing session with the organisers before, during and after the conference.
12. **Post Production (After the conference):** This will entail:
13. Produce 5 short videos (3-5 mins) from the Conference sessions
14. Provide a summary of still photographs taken for each day of the event
15. A final video documentary summarizing RSIF Annaul Meeting 2021 (3-5 mins)
16. **Responsibilities**

**Communication Firm**

1. Prepare and submit a technical and financial proposal.
2. If successfully selected, prepare an inception report detailing the plan for preparation, execution, and completion of the videography and photography.
3. Deliver the video and photography shoot for the physical part of a five-days’ hybrid conference as described in section 4 and seamlessly integrate with the virtual event.
4. Coordinate planning meetings in close liaison with the communication teams
5. Produce 5 short videos (3-5 mins) from the Conference sessions
6. Prepare a final RSIF Annual Conference videos and Photographs
7. **Qualifications and Experience**

The firm should have at least 5 years demonstrable relevant experience of documenting through vieodgraphy and Photography of event of a similar nature and magnitude. Preference will be given to a firm with sufficient experience in documenting, through vieodgraphy and Photography, hybrid events for international organisations involving multi-lingual local, regional, and international audiences. Excellent technical capacities (for example, state-of-the-art filming and post-production equipment, in high definition). Experience in Morocco will be an added advantage.

1. **Deliverables and Timelines**

The assignment will be spread over a three (3) months period as follows:

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| --- | --- |
| **Deliverable** | **Timelines** |
| An inception report including:   1. An activity workplan 2. A plan for execution of the assignment   A creative brief  A Story board | 1 November 2021 |
| Document a 5-days conference | 15-19 November 2021 |
| A draft of the 5 short videos and the final conference video and Still photography | 3 December 2021 |
| Final copies of the 5 short videos and the final conference video and Still photography | 20 January 2021 |

1. **Focal Point**

*icipe* in liaison with the organisers will serve as the focal point for the firm and will provide the relevant information and any support required for the assignment.

1. **Budget**

The firm shall be compensated subject to the provisions of the assignment based on deliverables as follows:

|  |  |
| --- | --- |
| **Deliverable** | **Compensation** |
| Approved inception report   1. A plan for execution of the assignment   A creative brief  A Story board | 30% |
| Documentation of physical version of a 5-days’ hybrid conference | 40% |
| Approved Final videos and Photographs | 30% |

1. **Application Guidelines**

**Interested applicants should submit the following documents to** [**rsiftenders@icipe.org**](mailto:rsiftenders@icipe.org) **by 27th August 2021 at 11.00 am local time.**

1. Technical proposal
2. Detailed cover letter expressing interest in this assignment, including full contact details (name, tel. e-mail), and physical address.
3. Proposed Team’s CV.
4. Evidence of undertaking similar work during the last 5 years.
5. Contacts of at least three references.
6. Methodology to be used during the assignment.
7. Work plan clearly indicating the maximum time and duration required for the assignment.
8. Should be in English language.
9. Financial proposal
10. Provide a competitive and detailed cost breakdown (The fee should be quoted in US$) to perform the assignment, including all the chargeable taxes.
11. Terms of payment.

**Supplier/Firm Profile**

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| --- | --- |
| **QUESTION** | **ANSWER** |
| Please provide a copy of the registration and statutory documents of your company, this should include :   * Certificate of Incorporation * Valid tax compliance certificate * Business trading license * Name of Company Director(s) |  |
| Would you envisage that any portion of this contract would be sub-contracted? What portion and why |  |
| Does your company have any pending or threatened litigation? If so please describe it. *icipe* reserves the right to carry out an independent investigation to verify the accuracy of the information to provided |  |
| Please state where your offices are located. |  |
| Please provide a listing of your top 5 clients and detail your involvement in each major project. In addition, provide contact details of the person you worked closely with in each of your Client Organizations |  |
| Please provide a listing of your workforce that will be involved in managing the proposed service showing  qualifications, experience in the industry and length of service with your agency. Please attach their current CVs |  |
| Do you have an Account Manager for your existing contracts? If so, briefly describe the role, relationship and reporting structure of the Account Manager as it pertains to this account. |  |

**11. Criteria for selection of the best offer**

The Consultant will be selected in accordance with the criteria laid down in “Selection Based on qualification and experience as stated above paragraph 6 above”

1. A hybrid event involves both in-person and virtual participation. [↑](#footnote-ref-2)