

Call for Proposals	Request for Proposal for the Provision of Photography and Videography Services for the 9th SOLTRAIN+ Conference
Terms of Reference	Terms of Reference for the Provision of Photography and Videography Services
Type of Contract	Photography and Videography Services
Country	Zimbabwean based service provider
Duration of Assignment	10 Person-Days
Duration for call for proposals	1 Month
Expected Starting Date On-Site	23 February 2026

1. Background

The SADC Centre for Renewable Energy and Energy Efficiency (SACREEE) in partnership with the Ministry of Energy and Power Development of the Government of Zimbabwe is hosting 2026 SADC Sustainable Energy Week (SEW) in Victoria Falls, Zimbabwe scheduled to take place between 23-27 February 2026. The event will bring together regional and international stakeholders in the renewable energy and solar thermal sector to share knowledge, showcase innovations, and promote the adoption of sustainable energy solutions in the SADC region.

Amongst many other activities planned during the week, the Southern African Solar Thermal Training and Demonstration Initiative (SOLTRAIN+) will host the 9th SOLTRAIN+ Conference. To ensure professional documentation and visibility of the 9th SOLTRAIN+ Conference's proceedings and outcomes, SACREEE seeks the services of service providers for high-quality photography and videography coverage.

Additional information on the event is available on the website: soltrain.org

2. Objective of the Assignment

The overall objective of this assignment is to provide professional media production services for the SOLTRAIN+ events held during the 2026 SADC Sustainable Energy Week, including photography, videography, and post-production editing. The assignment aims to:

- Capture key highlights, moments, and activities of the SOLTRAIN+ sessions and related events with photography, videos and other multimedia contents.
- Produce with high-quality videos on 3 topics/events:
 - Produce high-quality visual content for communication, reporting, and promotional purposes of the **9th SOLTRAIN+ Conference**.

- Produce high-quality video showcasing **SOLTRAIN+ Bursary awardees** (testimonies).
- Produce a video dedicated to **gender and diversity to showcase women outcomes and impact stories**.
- Post-production editing of all three (3) Videos into 10 minutes each for them to be disseminated on SOLTRAIN+ and SACREEE Social Media platforms.

3. SCOPE OF WORK

The Contractor will be responsible for the following services:

3.1 Photography Services

- Provide photography coverage for full-day coverage of the 9th SOLTRAIN+ Conference on 23rd February 2026
- Capture a comprehensive range of moments, including keynote addresses, panel discussions, audience engagement, networking sessions, and site visit interactions.
- Deliver the same day a minimum of 30 edited photographs via USB drive or Google Drive link.
- Ensure all images are high-resolution, well-composed, and colour-corrected, suitable for both web and print publication.
- Personal Headshot for 12 project partner and 8 gender managers to be taken at the SADC Sustainable Energy Week

3.2 Videography Services

The Contractor will be responsible for the following services:

(i) 9TH SOLTRAIN+ Conference

- Produce a **10-minute highlight video** summarising the SOLTRAIN+ Conference, incorporating key moments from the poster session, conference proceedings, partner interviews, audience interactions, poster sessions and technical site visits.
- Post-processing of a <1-minute reel for social media
- Integrate selected highlights from the broader **2026 SADC Sustainable Energy Week** into the final edit.

(II) SOLTRAIN+ Bursaries Showcasing

- Produce a **10-minute highlight video** featuring **SOLTRAIN+ bursary recipients** highlighting the impact of the bursary on their studies.
- Post-processing of a <1-minute reel for social media
- Conduct an interview with the **SOLTRAIN+ Coordinator in Zimbabwe** on the bursary scheme.
Incorporate **three (3) short video recordings** (approximately 3 minutes each)

produced by selected bursary students. Contractor to give guidance on how video recording should be done by the bursary students (Set-up).

- Merge all segments into one cohesive feature, ensuring alignment with **SOLTRAIN+ branding**

(III) SOLTRAIN+ Gender and Diversity Success Stories

- Produce a **10-minute feature video** highlighting impactful success stories of women in the renewable heating and cooling sector under SOLTRAIN+.
- Post-processing of a <1-minute reel for social media
- Include interviews with the Gender Manager and Gender Core Team, filmed during the 2026 SADC Sustainable Energy Week.
- Feature onsite female-owned installation companies and demonstration systems as part of the video narrative.

Deliverables

- Photographs to be shared via Universal Serial Bus (USB) or Google Drive File
- Provide three (3) edited footages and (3) highlight reels via USB or Google Drive.
- Ensure smooth transitions, appropriate background music, branding alignment, and captioning (as required).

4. Duration and Timeline

- Contract Commencement Date: On 23 February 2026
- Event Date: 23-27 February 2026
- Completion Date: 20 March 2026 (after submitting all deliverables)

5. Performance Standards

The Contractor shall:

- Perform all duties with professionalism, timeliness, and ethical integrity. Ensure high-resolution and properly edited outputs that meet SACREEE's communication quality standards.
- Maintain clear and continuous communication with SACREEE during the assignment period.

6. Responsibilities

6.1. SACREEE - the Client:

1. Provide the Service Provider with all necessary information, branding guidelines, and event details to ensure proper preparation and alignment with the project objectives.

2. Facilitate access to event venues, sessions, and relevant participants for photography and videography coverage and accreditation.
3. Coordinate with event partners, speakers, and stakeholders to enable smooth filming and interviews during the event.
4. Review and provide timely feedback on the deliverables submitted by the Service Provider.
5. Ensure that payments are made in accordance with the agreed contract terms and conditions.
6. Acknowledge receipt of all final deliverables (photographs and videos) upon satisfactory completion of the assignment.

6.2. The Service Provider:

1. Provide professional **photography and videography services** in accordance with the scope and timeline defined in this Terms of Reference.
2. Ensure the use of **high-quality equipment** and skilled personnel to capture all key moments of the event.
3. Produce **high-resolution photographs** and **professionally edited videos** that meet SACREEE's communication and branding standards.
4. Deliver all content within the agreed deadlines and in the required formats (USB or Google Drive).
Maintain professionalism, confidentiality, and respect for event protocols at all times.
5. Ensure clear communication and coordination with SACREEE throughout the assignment period.
6. Be responsible for any logistics, crew arrangements, and technical setup necessary to complete the work.
7. Make any reasonable edits or adjustments requested by SACREEE before final approval of the deliverables.

7. EVALUATION CRITERIA

The qualifying criteria for consideration of the proposal¹ will be based on the criteria below:

1. Registered company in Zimbabwe and all relevant certifications and tax compliance are mandatory (failure to produce evidence of registration will lead to disqualification)

¹ SACREEE is not bound to accept any proposal

of the proposal). Contractors domiciled in Victoria Falls are highly encouraged to apply.

2. Compliance with the requirements of the terms of reference.
3. All proposals will be screened for technical and financial capacity. The evaluation of the proposals will be based on the core requirements of the services using the following criteria:

CRITERIA

Requirement		Points
1	Qualification of team and specific experience related to the services	30
2	Competency of the team and previous experience or similar services especially to regional and international organisations such as the SADC, European Union, United Nations or other development projects (Please list and submit three (3) trade references during the last two (2) years)	30
3	Adequacy and quality of the proposed methodology and work plan	40
Total		100

8. PAYMENT SCHEDULE

Payment will be done in accordance with the terms and conditions stipulated in the contract entered into with the appointed service provider. Based on the bid price submitted, the Service provider will be remunerated 100% upon completion, submission of all deliverables and approval by SACREEE.

9. INTELLECTUAL PROPERTY

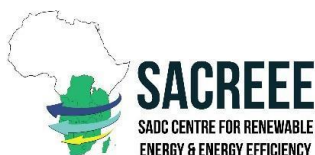
All photographs, raw footage, and final edited videos produced under this assignment shall remain the property of SACREEE. The Contractor shall not use or distribute any material without the written consent of the Client.

10. FORMAL AND LEGAL REQUIREMENTS

The service provider should be registered as a legal entity in Zimbabwe authorized to enter into contracts for the provision of services and goods. As proof, the firm should provide a certified copy of the Certificate of Incorporation or other documents setting forth the legal basis of the company, as well as:

- a. Most recent Tax Clearance Certificate.
- b. Media accreditation with the relevant authority.
- c. Trading license enabling the company to perform the required services/work required; include quality standards if applied.

11. SUBMISSION OF BIDS



Electronic proposals in PDF format not exceeding twenty (20) pages (excluding annexes/supporting documents) should be addressed to:

The Executive Director
SACREEE Secretariat
Unit 1, Ausspahn Plaza 11 , Dr. Agostinho Neto Street
Ausspahnplatz, Windhoek, NAMIBIA
Email: procurement@sacreee.org

The deadline for submission is 16 January 2026 no later than 23:59 PM Windhoek Time and proposals submitted after the deadline shall not be considered.

Any request for clarification must be sent in writing, through standard electronic communication to: procurement@sacreee.org before 19 December 2025.

Note: SACREEE will respond by standard electronic mail to the queries of all service providers without identifying the source of inquiry. No requests for clarification should be sent to individual SACREEE staff.