**REQUEST FOR PROPOSALS (RFP)**

**Audiovisual Production, Photography, Livestreaming and Post-Production Services**

| RFP particulars | Details |
|---|---|
| Reference | FP-ICGLR/RFP/WPC/2026/01 |
| Procuring entity | FP-ICGLR Secretariat |
| Issue date | 28 September 2026 |
| Submission deadline | 05 October 2026 |
| Submission address | secretariat@fpcirgl.org |
| Procurement method | Competitive method determined and approved under FP-ICGLR Procurement Guidelines |
| Contract form | Service Contract |

## 1. Invitation and purpose

FP-ICGLR invites eligible and qualified firms to submit separate Technical and Financial Proposals for the services described in this RFP for the Women's Parliamentary Conference (WPC) 2026, scheduled for 2–5 November 2026 at JNICC, Dar es Salaam, Tanzania.

This procurement concerns only the scope specified in this RFP. Proposers must price the complete base scope and separately identify optional services, exclusions, assumptions and taxes. This RFP is not a commitment to award a contract. FP-ICGLR reserves its rights under its Procurement Guidelines to seek clarifications, reject proposals, cancel or amend the process, and make an award only after required approvals.

## 2. Conference context and objective

The assignment supports WPC 2026, a regional parliamentary conference. The objective is to secure professional services for the defined work package, with timely, high-quality outputs, cost transparency, coordination with the Secretariat and other appointed suppliers, and a documented handover.

## A. Pre-conference build-up content

- Review existing WPC-related archive material, including available Dodoma and Serena footage, previously recorded interviews and clean audio. No new interview filming is included in this stream.
- Produce 12 distinct short build-up videos using approved archive material, motion graphics, titles, captions and conference information. The proposed themes include: conference announcement; road to Dar es Salaam; countdown/are-you-ready; why the conference matters; women shaping the agenda; peace and development; discussion themes; voices from preparations; four-day overview; remote participation; one-week countdown; and final welcome/tomorrow-we-begin.
- Each of the 12 edits shall be exported in vertical and landscape formats. These are format versions of the same edit, not additional videos. Speech-led edits shall include English captions.
- Create six static graphics: save the date; conference purpose; discussion agenda; four-day programme; how to participate; and final countdown. Supply portrait feed and story sizes with suggested posting copy.
- Provide creative planning, archive review, motion graphics, captions, format exports and a proposed release schedule. All names, titles, dates, themes, links and factual claims require organiser approval.

## B. Five dedicated high-level official interviews

- Conduct five local interview shoots within Dar es Salaam, each comprising one location visit of up to half a day, subject to guest and location access arranged by FP-ICGLR.
- Provide research and question development, guest briefing, producer/interviewer, camera and lighting/audio crew, two-camera filming, professional lighting and microphones, and relevant office/working-environment footage where access permits.
- Produce five polished interview films, each approximately 5–8 minutes, with opening titles, name and role, colour correction, audio finishing and English captions.
- Produce two distinct promotional cutdowns per interview (10 total), each approximately 30–60 seconds, supplied in vertical and landscape formats.
- Proposed interview profiles/editorial angles: conference vision; women's leadership and parliamentary priorities; inter-parliamentary cooperation and follow-up; peace, regional cooperation and development; and commitments, outcomes and participation. FP-ICGLR will confirm interviewees, titles, access and appointments.
- Include up to two consolidated revision rounds per interview. Proposed first cut is within five working days of filming; release is subject to written approval.

## C. Conference production and coverage (1–5 November)

- Provide production setup, arrivals coverage and technical rehearsal on 1 November, and coverage of the four conference days from 2–5 November.

- Provide five-camera coverage of one active main conference room at a time, with all five cameras feeding a live switcher. Record the switched programme using HyperDeck and provide separate ISO recordings from two speech cameras. The remaining three cameras are not required to record separate ISO files.
- Provide video mixing, programme recording, photography, live streaming, Zoom integration and backup internet for registered remote access of up to 500 simultaneous attendees and one approved public-stream destination, subject to final platform configuration and successful rehearsal.
- Integrate organiser-provided English, Kiswahili and French interpretation feeds. Live interpretation itself and interpretation equipment are not part of this contract.
- Provide one planned relocation within JNICC, including a scheduled break for rebuild and testing. Simultaneous coverage of additional rooms is excluded unless separately agreed in writing.
- Cover selected arrivals and setup on 1 November; opening ceremony, round table and official dinner on 2 November; panels 1–4 on 3 November; panels 5–8 on 4 November; and outcomes, commitments and closing on 5 November, subject to final programme.
- Deliver one arrival reel; 16 same-day clips (four per conference day, approximately 30–60 seconds each); four daily highlights of 60–90 seconds, delivered the following morning including the closing-day highlight on 6 November; and a target of 500 edited photographs across arrivals and conference days, delivered in same-day batches.
- Remote participation: approved high-level remote speakers may make scheduled contributions. Audience questions shall be relayed through chat to the organiser; open attendee microphones are not included. Public broadcasts shall cover approved sessions only.

### D. Post-conference editing and handover (6–19 November)

- Produce one final conference film of approximately 6–8 minutes, telling the story of the conference, significant exchanges and announced commitments/outcomes, using selected speech excerpts, atmosphere, delegate reflections and approved factual captions.
- Submit a draft final film by 12 November 2026 and target final approval and handover by 19 November 2026, subject to timely receipt of materials and approvals.
- Edit every full session and panel recording from the switched programme recording. These are not separately reconstructed multicamera edits.
- Deliver HyperDeck programme recordings organised by session and panel, two speech-camera ISO recordings, captured interview footage, photographs and finished content on one external hard drive, with a clear folder structure and file index.
- Perform quality checks on all final deliverables and provide an organised digital archive.

## 3. Deliverables and acceptance

- Deliverables comprise the exact quantities and formats in the four scope phases above. The contractor shall provide a delivery register showing filename, format, duration, date, approval status and any applicable release/usage notes.
- FP-ICGLR will nominate an authorised approver. Deliverables are accepted only upon written confirmation by FP-ICGLR. The contractor shall correct technical defects or deviations from the agreed specifications at no additional cost.
- Two consolidated revision rounds are included for pre-conference edits and the final film. Conference clips and daily highlights shall follow a rapid approval workflow agreed at inception. Additional revisions or changed quantities require prior written approval and an authorised contract amendment.

## 4. Roles, dependencies and exclusions

- Contractor responsibilities: creative planning, interview preparation, filming, editing, production, live switching, recording, remote delivery, technical rehearsal, daily photo/video delivery, final film and archive handover.
- FP-ICGLR/organiser responsibilities: provide venue screens, house sound, interpreters and interpretation equipment with accessible feeds; confirm access to officials, locations and guest details; secure filming and public-broadcast permissions; approve conference information, interview edits and public broadcasts; provide programme details and publish supplied campaign assets on its channels.
- Excluded from base scope: live interpretation; venue screens and house sound; interpretation equipment; additional simultaneous rooms; more than one planned venue relocation; out-of-town interview travel; interview guest fees; paid interview locations; additional translated edited-video versions; open attendee microphones; additional public-stream destinations; extra filming, extra edit versions or changed quantities. These require separate written scope and price approval.
- Edited speech content includes English captions. Live interpretation in English, Kiswahili and French is distinct from translated edited video versions. Additional translated edits are excluded.
- Campaign planning commenced 24 September in the supplier's proposal; proposed publication runs late September to 1 November and is subject to FP-ICGLR approvals. The contractor shall submit an updated schedule at mobilisation.

## 5. Contract and service period

- Expected service period: upon contract signature through completion and acceptance of all post-event deliverables, targeted for 19 November 2026. The contract shall state the final commencement date and any approved adjustments.
- All filming, recording, streaming, handling of personal data and publication shall comply with applicable law, venue rules, consent requirements and written FP-ICGLR instructions. All public-facing content requires prior approval.

- All deliverables produced specifically under the contract shall be handed over to FP-ICGLR with the usage, reproduction, adaptation and archiving rights stated in the final contract. Any third-party or pre-existing materials and licence restrictions must be disclosed in the proposal.

## 6. Eligibility and qualifications

- Legally registered entity with authority to provide audiovisual production, filming, editing and streaming services in its jurisdiction and, as applicable, in Tanzania.
- Demonstrated experience in multi-camera conference production, livestreaming, event photography, interview filming and post-production, preferably for institutional, parliamentary, diplomatic or international events.
- Submit at least three comparable assignments, client references, proposed production approach, equipment and technical specifications, and details of key personnel (producer/director, technical lead, camera team, editor, streaming/IT lead and photographer).
- Provide evidence of tax/statutory compliance, signed conflict-of-interest and non-collusion declarations, and confirmation of availability for 1–5 November and post-production through 19 November 2026.

## 7. Proposal submission requirements

- Technical proposal: signed letter; understanding and methodology for each phase; production workflow and schedule; proposed equipment and technical plan; staffing and CVs; relevant assignments and references; quality assurance, data backup and contingency plan; permissions/consent approach; assumptions and deviations.
- Financial proposal, separately sealed/submitted: lump-sum price for all base deliverables, itemised by phases A–D; taxes and VAT separately shown; payment milestones; optional unit rates for additional room, additional streaming destination, additional language versions, additional interview, extra filming day and additional revision rounds. State all travel, internet, hard-drive and equipment costs and whether included.
- Proposals must remain valid for at least 90 days. Currency: [FP-ICGLR to specify TZS or USD before issue]. Submission deadline, official email/address and clarification deadline: [insert].

## 8. Evaluation

- Evaluation shall be undertaken by an authorised committee under the FP-ICGLR Procurement Guidelines. The approved evaluation criteria and method must be inserted before issue. Suggested technical criteria: understanding and technical methodology (30); relevant experience and references (20); production team and equipment (20); workplan, streaming/backup and risk management (20); quality assurance, archive and handover (10). Suggested minimum technical score: 70/100, subject to procurement approval.
- Only technically qualified proposals shall proceed to financial evaluation if that procedure is approved in the final RFP. The final RFP must state the approved technical/financial weighting

and financial scoring formula. No proposed scoring framework in this draft overrides the FP-ICGLR Procurement Guidelines.

## 9. Pricing schedule – financial proposal

| Phase / deliverable group | Amount before tax | VAT / taxes | Total incl. taxes |
|---|---|---|---|
| A. Build-up content: 12 videos + 6 graphics | | | |
| B. Five dedicated interviews + 10 cutdowns | | | |
| C. Conference coverage, photography, livestream, Zoom and daily edits | | | |
| D. Final film, full-session edits, archive and external hard drive | | | |
| TOTAL BASE PROPOSAL | | | |
| Optional items (separately priced; excluded from base total) | | | |

## 10. Contract conditions and payment

- Contract award is subject to required procurement committee review and approvals. The successful firm shall sign a written contract before commencing services or incurring commitments on behalf of FP-ICGLR.
- Proposer shall propose milestone payments linked to accepted deliverables. Any advance payment, performance security, insurance or other security shall be determined under applicable FP-ICGLR rules and specified in the final contract.
- No additional services or costs are payable without prior written approval and an authorised contract amendment.

### Form 1 – Proposal letter

We offer to provide the services in this RFP in accordance with our Technical and Financial Proposals. We confirm proposal validity for 90 days, accuracy of information and disclosure of conflicts and subcontractors.

Legal entity: _____ Authorised representative/title: _____

Signature: _____ Date: _____ Stamp: _____

### Form 2 – Relevant experience

| Client / event | Dates / country | Scope / equipment / deliverables | Value (if disclosable) | Reference contact |
|---|---|---|---|---|
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### Form 3 – Key personnel and equipment

| Name / role | Relevant qualifications / experience | Responsibilities | Equipment / availability |
|---|---|---|---|
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### Form 4 – Conflict of interest and non-collusion

We declare that we are eligible; have disclosed actual or potential conflicts; prepared this proposal independently without collusion; have not offered improper inducements; and will comply with FP-ICGLR procurement, confidentiality and ethical requirements.

Legal name: _____ Signatory: _____

Signature/date: _____