# EAST AFRICAN COMMUNITY
# LAKE VICTORIA BASIN COMMISSION SECRETARIAT

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**Our Ref:** **LVBC/IWRM/SVS/25-26/13**
**Date:** **12th June 2026**

**RE-ADVERTISEMENT FOR REQUEST FOR EXPRESSIONS OF INTEREST / QUOTATION FOR PROVISION OF PHOTO/VIDEOGRAPHY SERVICES FOR THE SANITATION INFRASTRUCTURE IN KAMPALA, UGANDA UNDER LVB IWRM PROGRAMME**

1. EAC - Lake Victoria Basin Commission (LVBC) has received funds from the European Union (EU) and the Government of the Federal Republic of Germany (BMZ), channelled through KfW, to support implementation of the Lake Victoria Basin Integrated Water Resources Management Programme (LVB IWRMP) and intends to apply the proceeds of this to eligible payments under the contract for Provision of Photography and Videography Services for LVB – IWRM Programme activities in Kampala, Uganda.

2. This procurement process will be conducted in accordance with the price quotation procedure under KfW Guidelines for Procurement, 2024.

3. LVBC now invites eligible individuals to express their interest in providing photography and videography services and must **provide information indicating that they are qualified to perform the services** and submit a detailed CV, academic and professional certificates, description of similar assignments, experience in similar conditions, availability of appropriate skills as described in the Terms of Reference. The Expression of Interest and Price Quotation should be prepared on separate sheets.

4. The Expressions of Interest and Quotations must be delivered to the address below or emailed by **25th June 2026** at **1600 hours** EA time and mention **"PROVISION OF PHOTO/VIDEOGRAPHY SERVICES FOR THE SANITATION INFRASTRUCTURE IN KAMPALA, UGANDA UNDER LVB IWRMP"**

**EXECUTIVE SECRETARY**
East African Community - Lake Victoria Basin Commission
13th floor, New Nyanza Regional Headquarters
P.O Box 1510-40100, KISUMU - KENYA.
Tel: 254-57-2026344/3894,
Email: procurement@lvbcom.org ; copy to mukubwa@lvbcom.org

## Evaluation Criteria for Photo/Videography Services

### (i) Technical Evaluation

The evaluation methodology shall be based on the technical requirements as below and as per Terms of Reference attached.

| | Technical Requirements | Score (Pass / Fail) |
|---|---|---|
| **1** | Proven professional experience of at least two (2) years in provision of photography and videography services and editing videos for organizations (attach a portfolio of products with references/client names and provide links where necessary) | |
| **2** | Demonstrated professional experience with coverage of development projects, preferably in water supply/sanitation and environmental initiatives (a minimum of 3 previous assignments done within the past 3 years attached and reference projects provided) | |
| **3** | Demonstrated online video publishing and file transfer skills (attach or provide a link to a minimum of 3 video published products) | |
| **4** | Knowledge of professional editing software (provide packages acquainted with) | |
| **5** | Vast knowledge of video formats, video file conversions, and the ability to convert video files across multiple formats. | |
| **6** | Possession of essential tools/equipment for effective Video Capture and Editing (Listed) | |

### (ii) Price Evaluation

Bidders who meet the technical requirements shall be evaluated on proposed price per item and the lowest price bidder shall be awarded the services contract.

| Deliverable | Description / Technical Specs | Unit of measurement | Rate (USD or Local Currency) |
|---|---|---|---|
| 1) **Photography** | Capture at least 30 usable, high-quality photos per event. Photos should be well-composed, color-corrected, and captioned/labeled with topic, date, location, and identity of subjects Delivered in high-resolution JPEG (600dpi) + web-optimized copies | Event | |
| **2) Short edited event highlight Video/Reels.** | 3-minute edited event highlight video capturing event highlights, including supporting graphics, lower-thirds, transitions, and background music (royalty-free). Must include: (a) draft storyline/script, (b) captions /subtitles, (c) raw footage. Delivered in Full HD (1080p), MP4 format + Raw footage | Item (3-minute video) | |
| **3) Documentary-10-15 minutes edited** | Documentary, summarizing activities or project. Should include storyline/script, voice-over, interviews, b-roll footage, graphics, and subtitles. Delivered in Full HD or 4K, MP4 format with all project files. + Raw footage | Item (10-15 min documentary) | |

The currency of evaluation shall be USD. Quotations in other currencies will be converted to USD for evaluation purposes only, using the exchange rates published by the Central Bank of Kenya on the date of the quotation submission deadline.

EAST AFRICAN COMMUNITY
LAKE VICTORIA BASIN COMMISSION

german cooperation
DEUTSCHE ZUSAMMENARBEIT
Co-Funded by the German Government

Implemented by KFW

Co-Funded by the European Union

# EAST AFRICAN COMMUNITY

# LAKE VICTORIA BASIN COMMISSION

# LAKE VICTORIA BASIN INTEGRATED WATER RESOURCES MANAGEMENT PROGRAMME

# (LVB-IWRMP) PHASE I & II

## KfW Project no. 3020 00 362, BMZ no. 2015 68 211 and 2019 67 207

## TERMS OF REFERENCE

# PHOTO-VIDEOGRAPHY SERVICES

# (Kampala HPI – Uganda)

**June 2026**

# 1 CONTEXT

## 1.1 EAC/LVBC

Lake Victoria Basin Commission (LVBC) is a specialized institution of the East African Community (EAC) that was established under Article 114 (2) (b) (vi) of the EAC Treaty, Article 33 of the protocol for Sustainable Development of Lake Victoria Basin (2003), and section 3 of the Lake Victoria Basin Commission Act (2022).

The mandate of the Commission is to coordinate sustainable development and management of resources in the Lake Victoria Basin. To fulfill its mandate, LVBC coordinates projects and programmes in the Lake Victoria Basin (LVB) include Burundi, Kenya, Rwanda, Tanzania, and Uganda.

LVBC has received funds from the European Union (EU) and the Government of the Federal Republic of Germany (BMZ), both grants channelled through KfW, to support implementation of the Lake Victoria Basin Integrated Water Resources Management Program (LVB IWRMP). The Programme is coordinated by the LVBC Secretariat and implemented in the five EAC Partner States of Burundi, Kenya, Rwanda, Tanzania, and Uganda.

## 1.2 The LVB-IWRM PROGRAMME

The Lake Victoria Basin Integrated Water Resources Management Programme (LVB IWRMP) aims at improving water quality and availability through strategic and sustainable management of the LVB via regional IWRM investments and related measures.

To achieve this overall objective, the program has two components; **Component 1:** aimed at strengthening LVBC Secretariat strategic and regional water resource management function, and **Component 2:** aimed at reducing effluents into the Lake Victoria through targeted High Priority Investments (HPIs) in the Cities of Kisumu (Kenya), **Kampala (Uganda)**, Mwanza (UR Tanzania), and Kigali (Rwanda).

## 1.3 Communication and Visibility (C&V)

The IWRMP programme has an important sub-component on Communication and Visibility. For that purpose, the C&V Strategy and Framework Activity Plan have been developed and every 6 months, a C&V activity plan drawn from the Framework is prepared and implemented.

The overall communication objective from the DP's perspective is to raise awareness of the reasons, achievements and impact for the LVB IWRMP and the DP support and contribution to the Programme, both locally and countrywide in the EAC Partner States.

The LVB IWRM Programme communication and visibility efforts are therefore:

- To create awareness of LVB IWRMP to targeted audiences
- To promote visibility of LVB IWRMP key actors—LVBC & EU, KfW,
- To strengthen partnerships between EU, KfW, LVBC and Partner States
- To reinforce IWRM policies, practices and change of behaviour in LVB countries

# 2 THE ASSIGNMENT

The Commission seeks to engage a professional photo-videographer to support the LVB IWRM Programme in capturing and generating appealing visual content to communicate messages effectively related to the LVB IWRM Programme.

## 2.1 Services required

The core objective of the task is to generate and capture high-quality communicable visual content relevant to the IWRM programme components, sectors, particular events and activities, partners, and cross-cutting themes. The captured photos and videos shall be focused at gathering stories and must be usable in knowledge sharing products and regular communication materials. Nearing the close of the project or earlier, the video material will be eventually edited as one or more project videos, telling the story of the project from different perspectives (citizens, water authority, LVBC).

The service provider should also be on call to mobilise 48 hours before an unforeseen event to cover specified events such as high-level visits or other types of events.

## 2.2 Geography and scope of the assignment

The assignment will be carried out in the City of Kampala, Republic of Uganda. The specific topic to be covered is the Sanitation Infrastructure Project in the City of Kampala, before, during and after implementation.

The timeline and phasing of the project will be discussed and is expected to start from July 2026 and end in December 2028 latest. The service provider shall carry out a minimum of 5 field visits / story gathering activities over the duration of the project.

## 2.3 Scope of Work

For this assignment, you will be required to:

(i) Generate at least 30 usable high-quality images per assignment (incl. Event, field visit, story gathering or chosen theme) for use in developing knowledge products and regular communication materials.
(ii) Capture footage and at least a 3-minute edited high quality video per assignment for use in different project platforms, reports and contribute to digital design/publishing.
(iii) The visuals should capture action shots of beneficiaries or investments, programme activities and event on-goings ensuring that these include participants making presentations, performing technical tasks or interacting with team members.
(iv) Extra creative captures, such as drone shots/overhead shots/timelapse videos will be highly considered for points in this assignment.

## 2.4 Deliverables

### 2.4.1 Photography

(i) Per assignment, capture at least 30 usable high-quality photos of programme activities, events, programme partners (Private and Public), stakeholders, and programme beneficiaries on a need basis and upon consultation with the programme.
(ii) Ensure the captured images can be used in developing knowledge products, for programme promotion and regular communication materials.
(iii) The images should be accompanied by consent/release forms for all the people in the videos/photos, including any minors, considering relevant data sharing regulations/laws.

### 2.4.2 Video-Documentary

(i) Per assignment, generate a 3-minute well edited video of the proceedings/activities with supporting professional video graphics.

(ii) Ensure that there is a draft storyline for the video based on consultation with IWRM/LVBC.
(iii) The video may be in the local language so there should be accurate sub-titles in English in the end-product.
(iv) Incorporate the edits as required by IWRM/LVBC and share with finalization.
(v) Submit the final version of the audio-visual material as per the contractual agreement
(vi) The videos should be accompanied by consent/release forms considering relevant data sharing regulations related to the footage.
(vii) Ensure LVBC has access to the raw footage for future use.

### 2.4.3 Guidelines for submission of products:

(i) Footage to be captured – a guide.

- Record interviews of participants in different formats including long shot, medium shot and up-close. These interviews can be in English, Kiswahili or French language (provided they can be accurately translated in the subtitles).
- Record interviews of LVBC/IWRM and Donor representatives providing insights into the core benefits and anticipated Impact of the programme
- Capture footage that shows the core activities and interactions with participants at the event etc.

(ii) Photos to be captured – a guide.

- **Quality**: LVBC uses images for a variety of purposes, requiring that digital images be of sufficient quality – resolution – to ensure quality print, as well as web reproduction.
- **High Resolution Images:** Digital originals, images should be shot at the highest possible resolution. The minimum accepted resolution is 2000 x 3000 pixels or 6 megapixels with zero compression shot as a RAW file, or as a JPEG file format at compression rate no greater than 'medium' (never more than 30% of what is possible). Maximum compression causes too much quality loss when the image is re-opened by the recipient.
- **Approval**: Submit all digital images for LVBC's selection before final edits are undertaken
- **Sequencing**: Maintain images in the sequence in which they were shot, so the shoot logic can be easily traced
- **Captioning**: The photographs will be properly labelled/captioned (including topic, date and location and the name/identity of person in the case of portraits) for easy identification
- **Copyright**: Copyright solely belongs to LVBC. All images (whether used for online or print purposes) will bear the service provider's photo credit. The service provider may not use, reproduce, or otherwise disseminate photos without prior written consent from LVBC.

(iii) Other Considerations

- **General Demeanour:** The service provider is expected to always maintain demeanour and behaviour consistent with highest ethical standards and as a representative of LVBC.
- **High Resolution Footage:** The footage should be recorded at the highest possible resolution. The minimum accepted resolution is 2000 X 3000 pixels or 6 mega pixels, but full HD is best.
- **B-Roll:** All recorded and unedited footage needs to be handed over to LVBC at the end of the assignment.
- **Captioning:** The footage will be properly labelled/captioned (including topic, date and location and the name/identity of person in case of interviews) for easy identification
- **Copyright:** Copyright solely belongs to LVBC. The service provider may not use, reproduce, or otherwise disseminate footage or photos without prior consent from LVBC.

- **Deadlines:** All video footage together with the photos should be submitted to LVBC no later than 3 days after the event.
- **Equipment:** Service provider will be expected to use own Cameras and accessories, computer, and communication technologies (internet access/email etc.)
- **Compliance with EAC Branding Strategy and EU C&V Guidelines:** The Service provider will ensure coherence and compliance with East African Community Brand Strategy and Guidelines as well as KfW and EU visibility requirements and branding guidelines (with a special attention to the EU Communication Guidelines: NEW Guide for Communicating and raising EU visibility: Guidance for external actions | EEAS Website (europa.eu ) for all communication and information outputs.

## 2.5 Qualifications and experience

(i) Demonstrated professional experience with coverage of development projects, preferably in water supply / sanitation and environment initiatives. *{Provide reference projects }*
(ii) Proven professional experience of at least two (2) years in the provision of videography and editing videos for organizations or media in the development context for mixed audiences. *{Submit a portfolio of products with references/client names and provide links where necessary}*.
(iii) Ability to film and edit broadcast quality video and audio: HD 1920x1080 or better.
(iv) Possession of necessary tools / equipment for the assignment (capture and editing)
(v) Have Final Cut Pro editing skills (or other professional editing software i.e., Avid, Premiere, etc.)
(vi) Have knowledge of different video formats and video file conversions.
(vii) Have knowledge of converting video files from multiple formats
(viii) Have online video publishing and file transfer skills.
(ix) Have working knowledge of publishing on social media sites.

## 2.6 Duration

(i) Assignment – to be measured per type of deliverable – it is advisable to give a rate, including any transport costs if you are not based in Kampala.
(ii) The assignments will occur at agreed points from the time of contract until end of the project. (The videos will then be made into one flowing documentary as will be advised).
(iii) Post- Event Production – 3 days post event, or to be discussed.

## 2.7 Reporting

The Service provider will report to the LVBC Communication Development and Awareness Officer (CDAO) in close collaboration with the Communication & Visibility (C&V) Expert with overall oversight from the Programme Coordinator (LVBC-PCU).