

CONFIDENTIAL

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I. General information

1. Brief information on the project

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the Government of Lesotho in advancing integrated catchment management (ICM), renewable energy deployment, and private sector development. Within this framework, the project entails continuous documentation and communication of activities, results, and stakeholder engagement across Lesotho. Strategic visual documentation through photography and videography is required to enhance visibility of project outcomes, showcase best practices in watershed rehabilitation and climate-resilient livelihoods, illustrate renewable energy use cases, and highlight private sector participation in sustainable development. The assignment will be implemented nationwide in Lesotho over a 12-month period.

2. Context

Supported activities span remote and urban locations, with diverse field conditions that require professional on-site coverage and coherent post-production for multi-channel dissemination, following GIZ corporate image guidelines, consent procedures, metadata and data protection requirements. GIZ Lesotho is looking for a service provider to plan, produce and edit high-quality content to support reporting, donor communication, social media, and press outreach, including short-form and long-form videos, event documentation, and story-driven features, with work experience in Lesotho.

3. GIZ shall hire the contractor for the anticipated contract term, from 01.09.2026 to 30.08.2027.
4. The contractor shall provide the following work/service: end-to-end photography and videography services to document and promote GIZ-supported activities in Lesotho in the areas of integrated catchment management, renewable energy, and private sector development. Services cover event and field documentation, production of

human-centred storytelling short films and photo stories, post-production and delivery of assets optimised for print, web, and social media, as well as coordination with GIZ communication focal points and partner institutions. The assignment includes editorial planning, storyboarding, on-site production in urban and rural locations, multilingual subtitles, rights and consent management, data security, and timely delivery aligned with the project's communication and visibility objectives.

The contractor is responsible for planning and coordination:

- Conduct a kick-off editorial meeting with GIZ and relevant partners to define story angles, key messages, audiences, brand/visual identity, and approval workflows.
- Develop shot lists, interview lists, and storyboards for each assignment; prepare a logistics and plan (travel, weather, terrain, health & safety) for remote locations in Lesotho.
- Liaise with GIZ and partners to secure access permits, location releases, and schedule confirmations; manage a consolidated production calendar and obtain pre-approvals for travel and costs.

The contractor is responsible for on-site photography:

- Capture high-resolution stills (minimum 24MP; RAW + JPEG) covering wide, medium, close-up, and detail shots; include context, activities, beneficiaries, and results.
- Provide event coverage (ceremonies, panels, field demos) with candid and posed images; ensure adequate lighting and sound for any photo+audio portraits where needed.
- Collect informed consent from all identifiable subjects using GIZ-approved consent forms; maintain a consent register and hand over to GIZ.
- Include relevant meta data for each file (name of depicted person, location, what is shown in the picture, photographer and copyright information)

The contractor is responsible for videography and audio:

- Film in 4K (or minimum Full HD 1080p, including drone footage) using stabilised footage, clean audio (external microphones), and appropriate lighting; capture A-roll (interviews) and B-roll (context, action).
- Record interviews with project staff, partners, and beneficiaries; capture natural sound and ambient audio for b-roll sequences.
- Ensure safe operation and redundancy (dual-card recording where possible) in field conditions.

The contractor is responsible for post-production:

- Edit photos: color correction, exposure, crop, noise reduction, minor retouching; export for print (300 dpi, TIFF/JPEG) and web (compressed JPEG/WebP) with embedded metadata.
- Edit videos: assemble short videos (1–2 min) and feature videos (3–5 min), including opening/closing slates, lower thirds, graphics, color grading, audio mixing, and royalty-free music licensed for GIZ use.
- Subtitles and versions: produce English master; provide Sesotho subtitles where required; deliver caption files (SRT) and burned-in subtitle versions as requested.

- Graphics and branding: apply GIZ and donor visibility guidelines; include logos and credits per guidance; ensure accessibility (legible fonts, color contrast).
- File delivery: provide masters (ProRes or DNxHD for video; TIFF for photo) and web versions (H.264/H.265 MP4, 1080p and 720p) via secure transfer preferably MS Teams; supply project files upon request.

The contractor is responsible for asset management and documentation:

- Implement consistent file naming and folder taxonomies; embed IPTC metadata (title, description, location, keywords, photographer, copyright, consent status, caption).
- Maintain a media log (shot lists, interviewee details, consent records) and a cumulative deliverables tracker; hand over a searchable index (CSV/Excel) with metadata for all assets.
- Back-up all media (3-2-1 rule) until formal acceptance; ensure secure storage and GDPR/GIZ-compliant data protection.

The contractor is responsible for compliance and rights:

- Adhere to GIZ corporate design, terms and conditions for services, and communication/visibility requirements applicable to donors and partners in Lesotho.
- Secure all necessary licenses for music, fonts, and graphics with worldwide, perpetual, exclusive rights for GIZ's and its partner's use across print, web, and broadcast; transfer usage rights to GIZ.
- Ensure safety and ethical standards when portraying individuals and communities; apply do-no-harm and safeguarding principles.

The contractor is responsible for quality assurance and revisions:

- Submit rough cuts and photo contact sheets for review; incorporate up to two rounds of revisions per asset bundle within the agreed timelines.
- Ensure technical quality (focus, exposure, color fidelity, clean audio, steady footage) and narrative coherence; verify spelling and facts in on-screen text and captions.

The contractor is responsible for maintaining transparent cost tracking and obtain written approval from GIZ for any budget reallocations; ensure overall expenditure is not exceeded.

Due to the nature of the assignment, the contractor is expected to be based in Lesotho. Costs for traveling can only be covered to implementation sites within Lesotho, based on prior agreement.

II. Tender requirements

1. Qualifications of proposed staff

The tenderer is required to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications on the basis of relevant CVs.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

1.1 Expert 1: Photographer

1.1.1 General qualifications

Education:	Degree in photography/visual arts or equivalent professional certification
Professional experience:	≥5 years professional photography with emphasis on field storytelling
Other:	Portfolio demonstrating relevant assignments

1.1.2 Language skills:

business fluency in English and Sesotho (B2) Select element

1.2 Expert 2: Videographer and editor

1.2.1 General qualifications

Education:	Degree in film/TV production or equivalent professional certification
Professional experience:	≥5 years as videographer/editor with documentary experience
Other:	Reference works demonstrating relevant assignments

1.2.2 Language skills:

business fluency in English and Sesotho (B2) Select element

2. Quantitative requirements

Per-diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#).

Overnight accommodation allowances are reimbursed as set out in the specification of inputs below.

Reasonable accommodation costs above the specified amounts can also be reimbursed against evidence where specifically justified.

All travel activities must be agreed in advance with the staff member responsible for the project.

Fee days	Number of experts	Number of days per expert	Comments
Preparation/debriefing	2	0,5	
Implementation: Photography	1	23,5	
Implementation: Videography	1	33,5	

Travel expenses	Number of experts	Number of days/nights per experts	Comments
Per-diem allowance in country of assignment	2	10	
Overnight allowance in country of assignment Note: In the case of an on-site assignment over a weekend, overnight accommodation allowances can be reimbursed on weekends between fee days	2	10	Overnight stays outside Germany: NB: Against evidence, overnight accommodation allowances can be settled for up to 100% of the lump-sum amounts specified in the BMF travel expense regulations. On a lump-sum basis, up to 75% of the maximum amounts specified in the travel expense regulations can be settled. Please state in the price schedule whether your travel costings are based on lump-sum settlement or settlement against evidence. Overnight stays in Germany (deviation from the travel expense regulations): NB: Overnight accommodation expenses can be settled against evidence up to EUR 130 and on a lump-sum basis up to EUR 80. Please state in the price schedule whether your travel costings are based on lump-sum settlement or settlement against evidence.
Travel costs (train, private vehicle)	1000 km		4.76 LSL per km

Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price schedule.

III. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. Work samples are required and should not exceed five pages. If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered).