

Terms of reference (ToR) for the procurement of services below the EU threshold

CONFIDENTIAL

Photography and Videography Services	Project number/ cost centre: G-018088-001
	Tender number 7000021258

0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	4
3.	Concept.....	7
	Technical-methodological concept	7
	Project management of the contractor (1.6)	8
	Further requirements (1.7).....	8
4.	Personnel concept.....	8
	Team leader.....	9
	Key expert 1	Error! Bookmark not defined.
	Short-term expert pool with minimum, maximum.....	Error! Bookmark not defined.
5.	Costing requirements	11
	Assignment of personnel and travel expenses	11
	Sustainability aspects for travel	12
	<i>Alternative for contracts for works:</i>	Error! Bookmark not defined.
	Workshops, events and trainings.....	Error! Bookmark not defined.
6.	Inputs of GIZ or other actors.....	13
7.	Requirements on the format of the tender	13
8.	Option	13
	Type and scope.....	Error! Bookmark not defined.
	Requirements.....	Error! Bookmark not defined.
	Quantitative requirements for the optional services	Error! Bookmark not defined.
	Requirements on the format of the tender for the option	Error! Bookmark not defined.
9.	Outsourced processing of personal data	Error! Bookmark not defined.
10.	Annexes	Error! Bookmark not defined.

0. List of abbreviations

AG	Commissioning party
AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung
CET	Capacities for the energy transition
EEPBP	Energy Efficiency in Public Buildings and Infrastructure Project
EP	Energy Partnership
GIZ	Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
H ₂	Hydrogen
H2.SA	Promoting a Green Hydrogen Economy in South Africa
IRP	Integrated Resource Plan
RE	Renewable Energy
SAGEN	South African-German Energy Programme
ToRs	Terms of reference

1. Context

1.1 General information on the project

South Africa is facing far-reaching changes in the power sector. According to the [Integrated Resource Plan 2025](#), renewable energies should make up the majority of new electricity capacities until 2042 (with a wind and solar capacity increase of around capacity of about 72 GW - 43 GW wind and 28.7 respectively to be exact). In comparison, no additional coal plants are planned. In addition, electricity generation will be further decentralised through the expansion of photovoltaic (PV) roof-mounted systems.

At the same time, developments at the global level are of particular relevance for South Africa, specifically the emergence of a green hydrogen (H₂) economy. The abundance of renewable energy resources that could be used to produce green H₂ through electrolysis elevates South Africa to the status of a potential energy superpower of the future. Against the backdrop of a rapidly decreasing global carbon budget and urgency to identify adequate solutions for decarbonizing the so-called hard-to-abate sectors, the demand for green H₂ and H₂-based products, such as ammonia and synthetic jet fuels, is steadily increasing. The renewed discussion on H₂, Power-to-X (PtX) and their production in the partner countries has clearly gained momentum during the course of decarbonisation and defossilisation efforts. An essential pre-condition for a green H₂ economy would be the massive development of low-cost renewable energy (RE) capacities and to this end, existing market barriers would need to be removed, the political and regulatory framework would need to be adjusted, and far-reaching capacity building, skills development and training initiative implemented.

1.2 Background of the projects

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. Its corporate objective is to improve people's living conditions on a sustainable basis.

GIZ organizes and supports its partners in the coordination and implementation of a series of events in individual projects. The Energy Cluster of GIZ South Africa, Lesotho and eSwatini consists of six projects: South African-German Energy Programme (SAGEN), Capacities for the Energy Transition (CET), the South African-German Energy Partnership (EP), Energy Efficiency in Public Buildings and Infrastructure Project (EEPBiP), Promoting value chains for critical raw materials and green hydrogen and derivatives in South Africa (H2.SA II/BVC), PtX Hub| South Africa, Strengthening Participation in the Energy Transition (P+).

In order to capture activities (e.g. workshops, conferences, study tours) and develop respective outreach materials (e.g. website, presentations, social media i.e. LinkedIn), GIZ is requesting the services of a professional photographer and videographer to support capturing "in-action" moments of the cluster's activities.

1.3 Background of the tender

In the dynamic and evolving landscape of renewable energies, effective communication products play a pivotal role in facilitating progress and success within the sector. The importance of communication products cannot be overstated, as they serve as the connective tissue that binds together various stakeholders, from government agencies and industry players to investors and the general public.

First and foremost, communication products and the visuals embedded within them are essential in disseminating critical information and updates pertaining to renewable energy projects and initiatives. Timely and accurate communication helps in building awareness and understanding among stakeholders, fostering support, and ensuring informed decision-making. This is especially crucial in the renewable energy space, where projects often involve a complex stakeholder landscape, significant investments and long-term commitments.

Moreover, in the context of renewable energy, public perception and engagement are paramount. Effective communication products can shape the narrative around renewable energy projects, addressing concerns, dispelling misconceptions, and garnering public support. This not only aids in securing the necessary approvals and licenses but also contributes to the overall social acceptance of renewable energy solutions, which are integral to the transition to a sustainable energy future.

Against this backdrop, communication products are a key aspect of facilitating the flow of information, garnering public support, and promoting industry growth. They are indispensable tools for navigating the complexities of renewable energy projects, ensuring transparency, and ultimately, driving the transition to cleaner, more sustainable energy sources.

2. Tasks to be performed by the contractor

A service provider is required to provide professional photography and videography services. High-quality pictures and videos of planned activities, events, and workshops for the years 2026-2028 in electronic format are required for H2.SA II/BVC and the energy cluster. The visuals must be high resolution and suitable to use for illustrated purpose in printed material, digital material, and/or on social media. Note that GIZ requires all rights to the pictures and videos to be reproduced in current and future publications and platforms, both by GIZ and other institutions to which GIZ might provide photos and videos.

The selected service provider must offer a pool of individuals who can perform the role of professional photographer and individuals to perform the task of videographer. The individuals should provide relevant reference photographs in the form of a group portfolio and a relevant showreel demonstrating outstanding videography from each individual in the pool. Note that GIZ will assist with the necessary introductions of the service provider to other project role-players where needed. In total, an estimated number of up to 270 expert days would be required for the years 2026-2028 to successfully deliver quality products and adhere to set timelines (pre- and post-production time, including travel time).

For each requested occasion, the service provider is to nominate one photographer from the pool to be available for at least 4 hours per event (on average). The service provider is also required to nominate one videographer for at least 6 hours (on average) to capture speakers, selected sessions, participants and the GIZ project stands if there are any. Depending on the structure of the event, the 4 hours may not be consecutive and might be redistributed from one day to another (e.g. 1 hour on day 1, 2 hours on day 2, 3 hours on day 3). The majority of

events will be implemented in Pretoria,/Johannesburg and Cape Town. However, the photographer and/or videographer may be requested to travel to other provinces depending on the events they are required to cover.

The contractor is responsible for providing the following services:

Photography:

- Capture high-resolution images of the event using their professional equipment for photography and photo processing.
- Capture photos of the South African energy sector, e.g. images of power plants, transmission lines. (like the drone idea in the video footage)
- Photograph all key moments and highlights of the event, including attendees, speakers, presentations, and candid shots.
- Images must be provided in high quality suitable for printing, processing, or publishing on the internet.
- Work in close cooperation with GIZ's Public Relations & Communication Officer(s);
- Deliver all final, edited photographs in digital format within 3 days after the event.

Videography:

- Take high-quality video footage with visually compelling compositions, based on stories that are co-developed with GIZ's Public Relations & Communication Officer(s);
- Capture interviews, presentations, and any other requested video content;
- Ensure smooth transitions and creative editing for a final video production;
- Conduct post-production activities based on the concept and storyline developed together with GIZ (eg: editing, sound design, motion graphics, visual effects, and quality control);
- Provide a selection of clean, edited video footage to be used and/or stocked by GIZ, including for the use on social media- (To maximise impact, video content should also be designed for social media use—this includes creating shorter, engaging clips and ensuring accessibility through elements like subtitles);
- Capture high-quality drone footage, where applicable, in compliance with relevant regulations, to enhance the visual storytelling of GIZ's video productions;
- Conduct post-production of VoxPods filmed by the GIZ project members (not those filmed by the videography pool), ensuring consistency in editing style, sound quality, and branding.
- Deliver final, edited video in digital format within 3 days after the event

All participants appearing in images and videos must sign a declaration of consent, which will be provided by GIZ.

Modus operandi: The following procedure is to be followed when documents are submitted.

1. **Initial Consultation:** The team leader will have an initial consultation with GIZ to discuss the project/event's specific requirements, goals, and vision. This includes

understanding the type of event, the key moments to capture, the style and theme desired, and any special requests.

2. **Pre-Event Planning:** Before the event, the photographer and videographer will:

- Review the event schedule and location to plan for optimal coverage
- Ensure all necessary equipment is in working order and carry backups
- Discuss any specific shot lists, locations, or themes requested by the client.

3. **On-Site Coverage:** During the event, the photographer and/or videographer will:

- Arrive early to set up equipment and conduct any necessary tests
- Capture candid and posed shots, ensuring they document all key moments
- Work discreetly to minimize disruption to the event and attendees
- During conferences, the photographer must set up an online gallery that is being filled on a rolling basis and can be accessed by GIZ.
- During trainings and workshops, the photographer must provide at least 5 shots on the same day (incl. 1 group picture, 2 presentation pictures, 1 speaker picture, 1 audience picture)

4. **Post-Production:** After the event, the photographer and videographer will:

- Transfer all captured files to a secure storage location / online gallery with a password
- Review, select, and edit the best shots and footage for quality and consistency
- Add any necessary post-processing, colour correction, and editing.
- Assemble the final deliverables, including photos and videos.

5. **Timelines:** The photographer and videographer will adhere to the agreed-upon timelines for the delivery of all materials. This includes meeting deadlines for initial previews, GIZ feedback, and the final delivery of edited photos and videos.

6. **Communication:** Throughout the process, the photographer and videographer will maintain open and regular communication with GIZ to provide updates, address any concerns or questions, and ensure alignment with the GIZ's vision.

Photography Expected deliverables may include the following:

- All final photos are delivered electronically through sharepoint.
 - Copyright transfer or licensing agreement for the use of images as required.
 - Provide a minimum of 25 (unless stated otherwise) well-composed and edited pictures of each of the event days or study tours scheduled (Up to 20 events and 3 study tours). The contractor will be informed if fewer pictures or more pictures will be required.
 - Photographs must be in digital format (in jpeg, tiff, or raw format). The resolution should be in the range of 20 megapixels in order to be able to have large prints.
 - 5 pictures must be provided at the end of each event so that they can be shared immediately via social media.
- All pictures should have a watermark "©GIZ/Name of Photographer" on the bottom right (unless communicated differently)

Videographer Expected deliverables may include the following:

- A professionally edited video of the event with subtitles and, if required, video clips for online use
- Copyright transfer or licensing agreement for the use of the video content as required
- All raw footage, if requested.
- All final videos are delivered electronically through sharepoint.
- Copyright transfer or licensing agreement for the use of images as required.
- Event edited videos are expected 1-3 days after event for social media use

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Kick-off meeting with communications focal points	2 weeks after contract begins
Submission of a midway report depicting services rendered, with sample images (6-8 pages maximum)	6-8 months from contract start/ Team Leader
End of project report depicting services rendered, with sample images (8 pages maximum)	Team Leader

Period of assignment: from **01 October 2026** until **30 June 2028**.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a personnel assignment plan with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

Further requirements (1.7)

The bidder is required to submit detailed individual CVs (max. two pages) for each individual in their talent pool and a group portfolio with 20 reference photos showing previous work including conferences, group activities, group pictures portraits, and highlight shots. Please provide photo credit for each image in the portfolio.

For videography, max. two paged CVs are required for each videographer in the pool and one showreel of a maximum of 8 minutes showing previous work by all videographers in the pool should be submitted including interviews, event compilations, and short films.

The bidder should also provide an outline of a load shedding mitigation plan to assure GIZ that agreed deadlines will be met despite the occurrence of load shedding.

4. Personnel concept

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a personnel assignment plan with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines
- Using their professional equipment for photography

Qualifications of the team leader

- Education/training (2.1.1): university degree (Diploma) in either Project management, Business Administration, Film, Photography and Visual Arts or similar
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in media, photography or videography roles.
- Specific professional experience (2.1.4): 10 years in service provision for corporate events and corporate clientele.
- Leadership/management experience (2.1.5): 10 years of management/leadership experience as project team leader or manager in a company.
- Regional experience (2.1.6): 10 years of experience in projects based in South Africa.

Short-term expert pool of photographers with minimum 2, maximum 4 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Using their professional equipment for photography
- Provide a minimum of 25 well-composed and edited pictures of each of the event days or study tours scheduled (Up to 20 events and 3 study tours). The contractor will be informed if fewer pictures or more pictures will be required.

- Photographs must be in digital format (in jpeg, tiff, or raw format). The resolution should be in the range of 20 megapixels in order to be able to have large prints.
- 5 pictures must be provided at the end of each event so that they can be shared immediately via social media.
All pictures should have a watermark “©GIZ/”Name of Photographer” on the bottom right (unless communicated differently)

GIZ will acknowledge the photographer but all rights to all photographs are transferred to GIZ.

Qualifications of the short-term expert pool

- Education/training (2.1.1): university degree (Diploma) in photography or related studies.
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the photography sector
- Specific professional experience (2.1.4): 10 years in corporate events and photography.
- Leadership/management experience (2.1.5): Not applicable.
- Regional experience (2.1.6): 10 years of experience in projects in South Africa

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

Short-term expert pool of videographers with minimum 2, maximum 4 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Using their professional equipment for filming and video editing, the videographer should record and produce either 3-5-minute or 5-10-minute full HD/4K videos to document events, interviews, study tours, or other activities; depending on the given brief.
- 3-5 short 30 – 60-second videos which should be delivered within 24 hours of recording, for use on social media. The contractor will be informed if fewer or more short videos will be required.
- Record and edit narration/voiceover where needed in according with guidance from GIZ’s Public Relations & Communication Officer(s).
- Embed subtitles in video(s) as per the need;
- Create visualised graphics (e.g. explanatory graphs) and graphic animation as per the need;
- Edit videos and basic graphic animation as per request, including additional clips for online (e.g. Social Media) use.
- Videos shall be produced in a high-quality broadcasting and web publishing format;
- Export the final version of a video in formats optimized for HD/4K web distribution and, when needed, for TV broadcast; and deliver to GIZ;
- Videos should be provided in raw format and optimized resolution to GIZ via file transfer service;
- Work in close cooperation with GIZ’s Public Relations and Communication Officer(s).
- Capture high-quality drone footage, where applicable, in compliance with relevant regulations, to enhance the visual storytelling of GIZ’s video productions;
- Conduct post-production of VoxPods filmed by the GIZ project members (not those filmed by the videography pool), ensuring consistency in editing style, sound quality, and branding.

GIZ will acknowledge the videographer but all rights to all photographs are transferred to GIZ.

Qualifications of the short-term expert pool

- Education/training (2.2.1): university degree (Diploma) in photography or related studies.
- Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): 10 years of professional experience in the videography sector
- Specific professional experience (2.2.4): 10 years of professional experience in corporate events and videography.
- Leadership/management experience (2.2.5): Not applicable
- Regional experience (2.2.6): 4 years of experience in projects in South Africa

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Intellectual property rights

GIZ alone (and its contractor, where applicable) shall own all rights, title, and interest, including all related Intellectual Property Rights, in and to the services provided content. This Agreement is not a sale and does not convey any rights of ownership in or related to the Service delivered under this contract, the images or deliverables, or its Intellectual Property Rights owned by GIZ. The GIZ logo, and product names associated with the Service are trademarks of GIZ or third parties, and no right or license is granted to use them.

5. Costing requirements

Assignment of personnel and travel expenses

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 circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project.

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	4	4	Team leader. Rate includes 32 x 1hour meetings for preparation/debriefing (the team lead is part of the pool 1)
Designation of short-term expert pool (Photographer)	1	192	192	192 expert days in total. Including the post-production process (tasks executed by team lead and members of the expert pool).
Designation of short-term expert pool (Videographer)	1	78	78	78 expert days in total. Including the post-production process
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	25	2	50	
Overnight allowance in country of assignment	25	2	50	
Transport	Quantity	Number per expert	Total	Comments
Domestic flights	1	126 000	R126 000	The fixed budget of ZAR 126 000 for national flights

CO₂ compensation for air travel Link to <i>working aid and table for determining the budget and Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions on setting the budget.</i>	1	38 500	R38 500	A fixed budget of ZAR38 500 is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car)	Travel within South Africa, transfer to/from the airport, etc. Travel to events, study tours, and interviews The fixed budget of ZAR 200 000 for travel expenses (flights, Car travel, car hire, e-hailing, toll fees, parking)			

6. Inputs of GIZ or other actors

Not applicable

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the Terms of Reference (ToR). In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 10 pages (excluding CVs and portfolio). 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.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 2 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs should be submitted in English.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

8. Option

Not applicable