

REQUEST FOR EXPRESSION OF INTEREST: ENGAGEMENT OF A CONSULTING FIRM TO PROVIDE VISIBILITY, MEDIA MANAGEMENT, PHOTOGRAPHY AND VIDEOGRAPHY SERVICES.

CONSULTANCY FIRM REQUIRED

GIZ – Sustainable Cocoa Programme is seeking the services of qualified Consulting firms to provide visibility, media management, photography and videography services.

1. Background

The Sustainable Cocoa Programme (SCP) is co-funded by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ) from December 2021 until December 2027. The main implementing partner is the Ghana Cocoa Board (COCOBOD). The primary goal of this programme is to ensure that cocoa from Ghana is sustainably produced to ensure a living income and contribute to ending deforestation and child labor. As the European Union and Deforestation Regulation (EUDR) is expected to come into force in 2027, the regulation requires that companies trading in cocoa and other commodities to conduct due diligence on the supply chain to ensure the products do not originate from recently deforested land or have violated local environmental and social laws. The programme has over the past three-four years focused on developing an effective Ghana Cocoa Traceability System (GCTS), Cocoa-Sector Child Labor Monitoring System (CS-CLMS) and ensuring that farmers attain additional livelihoods to increase their living income. Currently, the programme is piloted at Assin Fosu, Eastern Region and Ashanti Region witnessing a national scale-up.

2. Deliverables of the assignment

The contractor is responsible for providing the following services:

- Design and print project factsheets, flyers, stickers, banners, certificates, and other visibility materials.
- Produce high resolution and interactive pictures from trainings, sensitization and workshop programs for the project that meets the Corporate Design Centre (CDC) specifications and European standards.
- Produce high resolution, good sound quality, and captivating short videos from trainings, sensitization and workshop programs for the project that meets the Corporate Design Centre (CDC) specifications and European standards.
- Develop concepts, storyline and storyboards for the photography and short videos that meets the Corporate Design Centre specifications and European standards. The videos style should be workshop-friendly and have social media storytelling reportage style.
- Conduct video interviews in English language with stakeholders such as EU, development partners, embassies, GIZ, COCOBOD, farmers, purchasing clerks, transporters/haulers, cocoa licensed buying companies etc. who attend the trainings, workshops and sensitization programs.
- Provide comprehensive media management services to the project.
- Ensure that data of subject are managed properly without any breach to data protection and privacy laws of Ghana (Data Protection Act, 2012 (Act 843) and European (General Data Protection Regulation (GDPR)—Regulation (EU) 2016/679) laws.
- Ensure that the duties assigned, and all related tasks are handled technically and economically appropriate to the planned targets and within the time constraints.
- Ensure effective communication and sharing of information on the processes with GIZ.
- Perform other duties and tasks at the request of GIZ.

**NB: The firm should possess their own high-specification camera, lens, sound studio, laptop, printing press and all equipment needed to deliver on the milestones. Hence, GIZ will not be surcharged for any rent of these equipment or services.**

3. Personnel structure and criteria for eligibility

The bidder is required to provide competent personnel who match with the criteria described, based on their CVs, the range of tasks involved and the required qualifications and experience.

- 1 team leader with BSc or Masters in communication design, graphic design, marketing, branding and communication, fine arts and other related courses. 10 years of professional experience in multimedia production for international institutions. Experience in the cocoa sector and corporate design specifications of GIZ, EU, and BMZ are added advantages.
- 2 key experts with BSc or Masters in communication design, graphic design, journalism, public relations, sound engineering, marketing, branding and communication, fine arts and other related courses. 5-10 years of professional experience in graphic designing, photography and videography, and sound and video editing for international cooperations. Experience in the cocoa sector and corporate design specifications of GIZ, EU, and BMZ are added advantages.
- Experience and having a robust system in ensuring ethics and data protection of data subjects are safeguarded.
- High proficiency in English and Twi
- Ability to work within strict timelines without compromising on quality of work.

Duration

The assignment will be conducted from **16.11.2026 until 30.07.2027**

How to apply

Please submit an expression of interest as indicated below, in **three separate folders as below.**

A. Commercial Folder

Please send the following documents:

- ❖ Official Letter of Expression of Interest
- ❖ Company profile
- ❖ Tax Clearance Certificate
- ❖ Business Registration Certificate
- ❖ Declaration of Business Ownership by General Manager (Inclusion of Form A for Sole Proprietorship or Form 3 for Limited Liability)
- ❖ VAT Registration Certificate
- ❖ SSNIT Clearance Certificate
- ❖ Other relevant supporting documents

B. Technical Folder

- ❖ Technical Proposal & CV/portfolio of the consultants (indicating the relevant experience and qualifications)

C. Financial Folder

- ❖ Financial offer

**PLEASE NOTE: THE CURRENCY OF YOUR OFFER SHOULD BE IN GHANA CEDIS**

**ALL PROSPECTIVE BIDDERS ARE REQUIRED TO PERFORM THEIR TAX OBLIGATIONS IN GHANA.**

**NOTE:** Kindly visit the link below for **Terms of Reference** and **other documents** to be used in preparing your Technical and Financial Proposals

<https://www.giz.de/en/regions/africa/ghana/tenders>

**Tender documents should be named according to the above in their respective folders (A- Commercial Qualification, B- Technical Proposal & CV/ portfolio, and C- Financial Proposal) and put into another folder and ZIP folder named as:**

**"Tender Number: 10059557 / G-010998-322 / Engagement of a consulting firm to provide visibility, media management, photography and videography services."**

This tender will be accepted **ONLY** via email ([gh\\_quotation@giz.de](mailto:gh_quotation@giz.de))

- **Tender Number must be used as the email Subject**
- **Please note that failure to comply with the above instructions, as well as submission to other e-mail addresses than the one mentioned, will lead to the disqualification of the bid.**

**Bidding Conditions to all Bidders**

- The deadline for submission is **26.10.2026 until 11:59 PM.**
- GIZ is not responsible for the failure of electronic delivery of e-mail messages to the address provided, whether due to technological problems on the part of GIZ or the applicant.
- This invitation to tender does not bind GIZ in any way. The contractual obligation of GIZ only begins with the signing of the contract with the successful bidder. Until the contract is signed, GIZ may either abandon or cancel the award procedure, without the candidates or bidders being entitled to claim any compensation.
- All costs associated with the preparation and submission of bidders are to be borne by the bidders and cannot be reimbursed.
- Financial bids should be valid for a period of three months from the date of submission.
- Please consider your bid unsuccessful if you do not hear from us after four weeks from the deadline of submission.

*"Please note that participating in a tendering process of GIZ is free of charge for bidders.*

*At no phase of the process is the bidder required to make any payment to GIZ or to one of its employees.*

**Kindly Note by sending in your offer, you are agreeing to the GIZ General Terms and giving us the consent to process your company data.**

**ONLY SHORTLISTED FIRMS WILL BE CONTACTED**