

## PHOTOGRAPHY AND VIDEOGRAPHY

### Terms of Reference

#### 1. Company Overview

Stan Tours Ltd. is a group of companies which was incorporated under the company's ordinance in 2004 as per the laws of Tanzania to provide car hire and tourism services. This group contains other subsidiary companies, including Kinga Homes Boutique Hotel, Stan Safari, Stan Tours, and Selous Kinga Lodge.

#### 2. Purpose of this work

Selous Kinga Lodge seeks a Tanzania-based videographer and photographer to produce a video testimonial that showcases lodge related experience, boat safaris, game drives, bush walk and Maasai boma. The photographer will work directly under the supervision of Selous Kinga Lodge and in coordination with Technical Officers and Professional Officers of Selous Kinga Lodge. The images and videos will be used for illustration in publications, websites, newsletters, social media and institutional magazines. Photographs may also be used by the media and other partners on request as a resource to portray Selous Kinga Lodge's activities and services.

#### 3. Scope of work and deliverables

- I. The photographer will visit the project areas at Mloka-Rufiji, to collect photo and short videos.
- II. The contractor must have good command of own photographic equipment (cameras, lenses, lights, filters, tripods), as well as photo-related image editing software.
- III. The photographers will obtain the relevant written consent for photographs usage from concerned people/authorities.

- IV. Minimum 80 best edited and 100 second best unedited Digital Images in high resolution JPEG format delivered with shared copyright ownerships between Selous Kinga Lodge and the Photographer / Videographer.
- V. A 3–5-minute HD quality video per brief on experiences and services offered. Minimum of 10 best edited quality videos in
- VI. The photographer is expected to maintain professionalism and integrity while on assignment for Selous Kinga Lodge.
- VII. The photographer will be expected to be available for assignments on a short notice.
- VIII. The Photographer will travel to the field accompanied by Selous Kinga Lodge staff members and/or implementing partner organizations staff.
- IX. Photo opportunities will be arranged in collaboration with implementing partners.
- X. The Photographer can request additional photo opportunities where need arises in order to fulfil the brief.
- XI. The final sets of edited digital images and videos (including caption information) will be delivered on portable storage devices /emailed (as requested) to Selous Kinga Lodge within five working days after shooting.

#### **4. Responsibilities of Selous Kinga Lodge**

##### **Selous Kinga Lodge shall provide:**

- I. Lodge and activities information and editorial guidance to the Consultant to enable him/her to understand the Deliverables required and generate captions to embed in the photographs.
- II. Provide transport from Dar es salaam to Selous, provide meals and accommodation to the complete photo assignments.

III. Photography/Video credentials and clearances (if needed)

**The Consultant shall:**

- I. Abide by the Selous Kinga Lodge Photo Policy and Guidelines and the audiovisual production and pre-production tip sheets.
- II. Managing and insuring own photographic and other equipment.
- III. Respect the privacy and dignity of the people being photographed.
- IV. The photographer is responsible for obtaining all relevant consent (whether in written or audio format) for photographs usage from concerned people/authorities.

**5. Performance Indicators:** Photographs/Video produced on the Assignment will successfully capture and emotionally express the core elements of the situation assigned for coverage. The coverage will include different visual perspectives (close-up, medium range, long distance), with a preference for horizontal and vertical framing, as noted. Photos will be technically good (properly exposed, framed, focused, and edits well optimized). Complete caption information and other metadata will be embedded in the files, as described.

**6. Duty Station:** Selous Kinga Lodge, at Mloka - Rufiji.

**7. Payment:** A total payment will only be made in full by Selous Kinga Lodge to the Photographer / Videographer upon satisfactory receipt of all agreed deliverables. No further fees will be due to the Photographer / Videographer.

- I. 50% of this fee will be made in advance to the Photographer upon agreement of this contract to help cover initial costs.
- II. The remaining fees will be made to the Photographer within thirty days of the satisfactory Delivery and review of both Images and comprehensive and complete Caption Information from the Photographer to Selous Kinga Lodge.

## 8. Equipment Requirements

The Consultant must own the equipment to be used for the assignments. The equipment used must be modern with minimum capabilities described below:

- I. Full frame cameras with modern technology.
- II. Video camera(s) functionality must be able to record a minimum quality of at least 4k video quality at a speed of 60fps. Ability to switch to lower resolution footage when needed should be included.
- III. The photography camera must be capable of capturing high resolution images.
- IV. Provide details of the lighting equipment that will be used for low light photography/videography.
- V. Capability to produce both slow motion and fast motion videos, either within the camera or by using software applications.
- VI. Video camera must have a slot for microphones for high quality audio recording.
- VII. Own a drone(s) with capability of taking both high-resolution pictures and videos and described under this section.

## 9. Consultant's Experience and experience

- I. Photographer must have prior experience in photographing similar projects/activities minimum of 4 years.
- II. Photographer must use own high quality, light, sound and photography equipment capable of delivering high resolution files.
- III. Photographer must guarantee timely delivery of photographs.
- IV. Photographer with bilingual skills is preferred.
- V. Ability to work under tight deadlines
- VI. Share three links to work samples demonstrating most relevant previous productions

- VII. Three references (with contact information) from previous clients
- VIII. Detailed list with technical information of the equipment intended for use, including camera, light, sound, editing software etc.
- IX. Share the price quotation based on TOR before 13<sup>th</sup> May, 2024 through [procurement@selouskingalodge.com](mailto:procurement@selouskingalodge.com)

