



TERMS OF REFERENCE (ToR)

Professional Photography, Videography, and Livestreaming Services

Organization: Ethiopian Women in Energy Association (EWiEn)

Event: 5th Annual Energy Event

Date: November 2025

Location: Addis Ababa

1. Background

Ethiopian Women in Energy (EWiEn) is an association dedicated to empowering women working across the energy sector in Ethiopia. Since its establishment, EWiEn has facilitated networking, capacity building, mentorship, and recognition opportunities for women professionals in energy.

In November 2025 (a specific day and time will be discussed after the contract is signed), EWiEn will host its 5th Annual Energy Event, celebrating the contributions of women in the sector. This highly anticipated event brings together 200+ participants, including energy experts, government and NGO representatives, private sector actors, academic institutions, and gender champions. The event features an award ceremony, an exhibition, networking opportunities, and celebratory sessions, aiming to spotlight women's leadership in the energy sector.

2. Objective

To document the Annual Energy Event 2025 through high-quality visual content and ensure the event is effectively streamed to a broader virtual audience via YouTube, LinkedIn, and Zoom. The deliverables will be used for EWiEn's promotional, documentation, and learning purposes.

3. Scope of Work

The selected company will deliver the following:

1. Video Production
 - Three (3) Biographic Videos (3-5 minutes each)



- One (1) Compilation Video (5 minutes)
- One (1) Full-Day Event Summary Video
- One (1) Edited Event Summary Video (5–7 minutes)

2. Photography

- Professional Headshots
- Event pictures
- A laminated photo album with 24 pages and a 30*90 size

3. Livestreaming: Simultaneous Livestreaming on YouTube, LinkedIn, and Zoom

4. Responsibilities of the Service Provider

- Provide all necessary technical equipment
- Assign a skilled team: videographers, photographers, a livestream technician, and editors
- Travel to video shoot locations before the event
- Attend the event and capture all activities
- Secure image rights through consent forms
- Deliver edited content in the required formats
- Collect consent forms from participants
- Facilitate logistics and scheduling

5. Responsibilities of EWiEn

- Inform participants about photography and videography
- Provide event agenda and contacts
- Support in obtaining consent forms

6. Deliverables and Technical Specifications

Deliverable	Format	Quantity	Deadline
3 Biographic videos	Full HD (1080p), MP4	3	4th week of September
Compilation video of past events	Full HD (1080p), MP4	1	4th week of August
Headshots	JPEG, PNG	25	4th week of September
Full-day event video	Full HD (1080p), MP4	1	10 days after the event



Photo album	High quality, Laminated	24 pages and 30*90 size	10 days after the event
Edited event summary video	Full HD (1080p), MP4	1	5 days after the event
Event photos	JPEG, min. 300 dpi, RGB	Min. 120	5 days after the event
Livestream setup	Multichannel	1 session	Live

7. Copyright and Usage

All photos and videos will be copyrighted to EWiEn. The contractor may not use or distribute the content without EWiEn's written consent.

8. Required Qualifications

- At least five years' experience in high-quality professional photography and video production.
- Outstanding photography and photo editing skills, and proven similar work experience
- Proven ability in creative work
- High level of communication with its customers
- Experience in similar events, especially in renewable energies and livelihoods, is an asset.

9. Timeline

- Pre-event video shoot with award winners and headshots – September 2025
- Pre-event annual events summary video – September 2025
- Event photography, videography, livestreaming – November 2025
- Submission of final short videos and photos – Within 5 days post-event
- Submission of final event videos – Within 10 days post-event

The payment will be processed in two phases: pre-event and post-event. Once the pre-event products are delivered, the first phase payment (first week of October) will be released. The second phase payment is post-event, expected in the last week of November.



10. Application Process

Interested service providers are invited to submit a zipped file containing the following documents:

1. **Technical Proposal** (maximum 5 pages), including details of proposed approach, equipment (e.g., camera types, lighting, audio), and available resources
2. **Financial Proposal** with a detailed cost breakdown
3. **Company Profile and Portfolio** showcasing similar work in photography, videography, and livestreaming
4. **At least Two References** from previous clients, with contact information

Submit proposals to: career@ewien.org

Subject Line: *Professional Photography, Videography, and Livestreaming Services*

Deadline: 5:00 PM (EAT), July 30, 2025

Late submissions will not be accepted.

For any inquiries or clarification related to this ToR, please contact:

dewo.desta@ewien.org