

TERMS OF REFERENCE (ToR)

Professional Photography, Videography, and Livestreaming Services

- **Organisation:** Ethiopian Women in Energy Association (EWiEn)
- **Event:** 6th Annual Energy Event (Annual Energy Event 2026)
- **Date:** Late November 2026 (exact date to be confirmed upon contract signing)
- **Location:** Addis Ababa, Ethiopia
- **Reporting to:** Communications Officer & Finance and Admin Head, EWiEn (working in close collaboration with the Communications Officer)

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 2026, EWiEn will host its 6th Annual Energy Event, celebrating the contributions of women in the sector. This highly anticipated flagship 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 2026 through high-quality visual content, capture pre-event biographical profiles, perform real-time photo turnarounds for immediate social media publication, capture targeted attendee feedback through vox pop interviews, produce short-form edited videos for digital and social media use, and ensure the main event is effectively streamed to a broader virtual audience via YouTube, LinkedIn, and Zoom. EWiEn will use the final deliverables for promotional, documentation, and historical archiving purposes.

3. Scope of Work

A. Video Production

- **One (1) Introductory Video on EWiEn:** Produce a short, professionally edited introductory video presenting EWiEn, its mandate, key areas of work, achievements, and impact. The video will be screened during the event.
- **Three (3) Biographic Videos (3–5 minutes each) and Professional Livestreaming & Live Production:** Produce three biographic videos ahead of the event featuring selected award nominees/winners, to be screened during the event. The scope also includes professional livestreaming and live production of the event, including the required technical setup, live video and audio production, camera operation, switching, and streaming to the designated online platform.
- **One (1) Full Event Coverage Video:** Record the entire event from beginning to end, including opening and welcoming remarks, presentations, panel discussion, Q&A session, closing remarks, award ceremony, exhibition, networking, and other scheduled programme activities. The full event coverage should include continuous, clear video and audio recording of all major sessions and activities and should be delivered as a complete event recording.

- **One (1) Fully Edited Event Summary/Recap Video (5–7 minutes):** High-production recap featuring colour grading, audio levelling, graphic overlays, and integrated attendee interviews, speeches and quotes.

B. On-Site Intercept Interviews

- Conduct and film **four (4) short vox pop interviews** with selected participants, delegates, speakers, or guests during event breaks, networking sessions, and lunch.
- Capture participants' immediate impressions, reflections, experiences, and key takeaways from the Annual Energy Event.
- Professionally record each interview using appropriate camera and audio equipment to ensure clear, high-quality footage and sound.
- Produce **a minimum of four (4) separately edited vox pop videos**, with each interview delivered as an individual, ready-to-publish video.
- The edited videos should follow the **sample/reference format provided by EWiEn**, including appropriate framing, pacing, branding, captions/subtitles, lower-third identification, and other agreed visual elements.
- The final videos should be suitable for publication across EWiEn's social media and digital platforms.
- Selected vox pop clips may also be incorporated into the final **Edited Event Summary Video**.
- Deliver the raw footage and original audio from all vox pop interviews to EWiEn.

C. Photography & Fast-Track Digital Delivery

- Professional headshots of featured awardees/speakers as they are speaking.
- **Same-Day Express Photos:** Immediate delivery of key photos on event day (morning "happening now" shots, afternoon group photo, keynote speakers, panel discussions, and trophy presentations) for immediate social media coverage.
- **Next-Day Full Photo Catalogue:** Complete, high-resolution edited photo gallery delivered the day immediately following the event.

4. Responsibilities of the Service Provider

- Supply all professional technical equipment (2 to 3, 4K/HD cameras, lighting, wireless lapel/shotgun audio rigs, livestreaming encoders, and cables).
- Assign a qualified crew: lead videographers, event photographers, audio technicians, a dedicated livestream manager, and video editors.
- Work in close coordination with **EWiEn's Communications Officer** to schedule, conduct, and film the pre-event video shoots with award winners at their respective locations.
- Ensure all pre-event biographic videos are fully edited, approved, and finalised at least **7 working days before the event**.
- Arrive on-site on time, conduct sound and camera checks, and coordinate setup spots with the Event Organiser.
- Collect signed media consent forms from all interviewed guests and featured attendees.
- Execute same-day and next-day photo delivery schedules reliably.
- Deliver all final edited video products complete with professional audio mixing, colour correction, and lower-third graphic titles.

5. Responsibilities of EWiEn

- Connect the service provider with award winners, key speakers, and leadership for pre-event shoots.
- Ensure continuous recording and adequate coverage of all major sessions and programme activities throughout the event to produce a complete full-event coverage video.
- Edit the videos according to official EWiEn branding guidelines.
- Provide continuous oversight through the Communications Officer and Finance & Admin Head.

6. Deliverables and Technical Specifications

Deliverable	Technical Format	Quantity	Deadline
Awardee Headshots	High-Res JPEG, PNG	25	7 working days before event date
EWiEn Introductory Video	Full HD (1080p) MP4	1	7 working days before the event
3 Biographic Videos (Winners)	Full HD (1080p), MP4	4	7 working days before event date
Express Same-Day Event Photos	High-Res JPEG (Digital)	10–15 key shots	On Event Day (Morning "Happening Now" + Evening Group/Awards)
Vox Pop Interviews – Raw Footage	4K/Full HD video + original audio	Minimum 4 interviews	10 days post-event
Edited Vox Pop Videos	Full HD (1080p), MP4, social-media-ready	Minimum 4 videos	7 working days post-event
Complete Event Photo Gallery	High-Res JPEG (min. 300 dpi, RGB)	Min. 150 edited shots	1 day post-event (Following Day)

Edited Event Summary Video (with interviews & titles)	Full HD (1080p), MP4	1	7 working days post-event
Full Event Coverage Video	Full HD (1080p), MP4, complete with audio	1	10 days post-event
Short donor-ready report on their tasks and the day of the event	Word doc/PDF	1	10 days post-event

NOTE: *Please note that all edited video deliverables must include accurate, well-informed, and professionally translated subtitles in both English and Amharic (with the exception of the full event coverage and the raw footage of the vox pop videos).*

7. Copyright and Usage

All raw and edited photos, audio files, and video footage remain the exclusive property and copyright of EWiEn. The contractor may not use, publish, or distribute any media assets without explicit written consent from EWiEn.

8. Required Qualifications

- Minimum five (5) years of documented experience in professional videography, photography, and live streaming.
- Demonstrated experience delivering professional multi-camera livestream productions for high-level conferences, corporate events, international organizations, or comparable events. Applicants must provide links to at least two previous full-event livestreams demonstrating live camera switching, professional audio, graphics/lower-thirds and overall production quality
- Outstanding video editing, colour grading, audio balancing, and graphic overlay skills.
- Demonstrated track record in producing profile/biographic videos and fast-turnaround event highlights.
- High level of professional communication and timeliness in client coordination.
- Experience covering energy, gender, or development sector events in Ethiopia is a distinct advantage.

9. Timeline Overview & Payment Terms

- **October – Early November 2026:** Pre-event shoot coordination with Communications Officer; headshots captured; awardee profile filming.

- **5 Working Days Before Event:** Final delivery of all 3 finished Biographic Videos.
- **Day Before Event:** Venue technical walkthrough, livestream testing, camera positioning.
- **Event Day (Late November 2026):** Event coverage, **a minimum of 4 vox pop interviews**, and same-day express photo delivery (Morning & Afternoon).
- **1 Day Post-Event:** Delivery of complete photo gallery.
- **7 Working Days Post-Event:** Delivery of **a minimum of 4 fully edited vox pop videos**, in addition to the final Edited Event Summary Video.
- **10 Working Days Post-Event:** Delivery of the **complete Full Event Coverage Video**, including all major sessions and programme activities with clear audio.

10. Application Process

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

1. **Technical Proposal (Max 5 pages):** Approach to pre-event shoots, **vox pop interview and short-form video production strategy**, equipment list (cameras, audio, lighting, livestream gear), and crew matrix.
 2. **Financial Proposal:** Itemised cost breakdown across pre-event, event-day, and post-production services.
 3. **Company Profile & Portfolio:** Links to similar work (biographic videos, vox pop/short-form interview videos, event recaps, and livestreaming samples).
 4. **Two Client References:** Contact details from recent corporate or NGO assignments.
- **Email Submissions To:** career@ewien.org
 - **Subject Line:** Professional Photography, Videography, and Livestreaming Services – Annual Energy Event 2026
 - **If you have any questions & inquiries before applying:** Contact Tsedeniya Asegaheng (tsedeniya.asegaheng@ewien.org)

Deadline: Oct 5th 2026 at 5:00 PM (EAT)