

Terms of Reference (TOR)

Videography and Photography Services – Focus Group Discussion Coverage

Assignment: Videography and Photography Services

Locations: Tawila, Golo, Rokero, El Obeid, Khartoum and Gedaref

Assignment Period: September–October 2026

Final Delivery Deadline: 5 October 2026

Responsible Person: ACCM Coordinator

1. Background

Save the Children will conduct Focus Group Discussions (FGDs) across six locations in Sudan: **Tawila, Golo, Rokero, El Obeid, Khartoum and Gedaref.**

The purpose of this assignment is to professionally document the FGD activities through high-quality photography and videography and to collect visual and interview content that can be used for communication, reporting, documentation, and future storytelling products.

The selected service provider will be responsible for providing professional photography and videography coverage in each location, collecting relevant interviews and B-roll footage, and producing a final edited video based on a storyboard that will be provided by the ACCM Coordinator.

2. Objectives

The objectives of the assignment are to:

- Professionally document the FGD activities in all six locations.
- Capture high-quality photographs representing the events, participants, discussions, and overall context.
- Collect high-quality B-roll footage from each location.
- Conduct and record relevant interviews with selected participants and stakeholders.
- Ensure high-quality and clear audio recording during interviews.
- Collect and organize raw video footage from all locations.
- Produce a final edited video based on the storyboard and guidance provided by the ACCM Coordinator.
- Provide a comprehensive package of edited photographs, raw footage, interviews, B-roll and the final edited video.

3. Locations and Coverage

The assignment will cover **one FGD event in each of the following locations:**

1. Tawila
2. Golo
3. Rokero
4. El Obeid
5. Khartoum
6. Gedaref

The service provider will coordinate with the designated Save the Children focal points to ensure appropriate planning and coverage of each event.

4. Scope of Services

4.1 Photography

For each FGD location, the service provider will:

- Capture professional, high-resolution photographs of the FGD.
- Document participants, facilitators, interactions, discussions and relevant contextual moments.
- Capture a variety of wide, medium and close-up shots.
- Ensure photographs are properly composed, focused, exposed and suitable for professional communication and reporting purposes.
- Deliver a minimum of **30 professionally edited, high-quality photographs per location**.

This will result in a minimum of **180 edited photographs across the six locations**.

4.2 Videography

The service provider will capture high-quality video footage at each location, including:

- FGD activities and key moments.
- Establishing and contextual shots of each location.
- Participant interactions and engagement.
- Relevant environmental and programme-related B-roll.
- Details and cutaway shots that can support video storytelling.
- Interviews with selected participants and relevant stakeholders.

The footage should be captured in a professional format suitable for high-quality video production and future editing.

4.3 Interviews and Audio Recording

Selected interviews will be conducted as part of the assignment.

The service provider is expected to:

- Use a **professional external microphone** suitable for interview recording.
- Ensure clear and consistent voice recording.
- Minimize background noise and other audio interference.
- Conduct basic sound checks before each interview.
- Position the interviewee appropriately and ensure professional framing and lighting.
- Record interviews in a format suitable for professional video editing.

Audio quality should be treated as a priority, particularly in locations where environmental noise may be present.

5. Equipment Requirements

The service provider is expected to use professional equipment capable of producing high-quality photographs and video.

As a minimum requirement:

- **Professional Sony-branded camera equipment** or equivalent professional-level equipment.
- Appropriate professional lenses for photography and videography.
- External microphone/audio recording equipment suitable for interviews.
- Tripod or monopod where appropriate.

The service provider should use the best available professional equipment to ensure the quality of the final materials.

6. Final Video Production

Following the completion of the field coverage, the service provider will produce a final edited video using footage collected from the six locations.

The ACCM Coordinator will provide the storyboard and editorial direction for the final video.

The service provider will be responsible for:

- Reviewing and selecting relevant footage.
- Editing interviews and B-roll according to the approved storyboard.
- Developing a coherent visual narrative.
- Ensuring professional transitions and pacing.
- Cleaning and balancing interview audio.
- Adding subtitles/captions.
- Incorporating appropriate text, titles and other agreed graphic elements.
- Providing the final video in a high-quality format suitable for communication and presentation purposes.
- Incorporating reasonable feedback and revisions from the ACCM Coordinator.

7. Raw Footage and File Management

The service provider will provide the raw footage collected from all six locations, including:

- Interview footage.
- B-roll.
- FGD footage.
- Relevant contextual footage.

All raw footage should be properly organized by location and, where appropriate, by activity/interview.

Files should be clearly named and transferred to Save the Children through an agreed secure file-transfer method.

8. Expected Deliverables

The service provider is expected to deliver:

Deliverable	Quantity
Edited high-quality photographs	Minimum 30 per location
Total edited photographs	Minimum 180
B-roll footage	From all six locations
Interview footage	From selected participants/stakeholders
Raw footage	Complete collection from all six locations
Final edited video	1
Organized digital files	All locations and content properly labelled

9. Timeline

The assignment will be conducted across the six locations according to an agreed field schedule. The final edited video and complete package of deliverables must be submitted no later than 5 October 2026.

The exact schedule for each location will be coordinated by Save the Children and the relevant field teams.

10. Portfolio and Sample Submission

As part of the technical submission, the service provider is required to provide samples demonstrating previous experience in professional photography and videography.

The samples should include:

- Photography samples: A minimum of 15 high-quality edited photographs demonstrating experience in event coverage, documentary photography, humanitarian/development work, or similar assignments.
- Video samples: A minimum of 2 previous video productions, preferably including interviews, human-interest stories, event coverage, or documentary-style content.
- At least one submitted video sample should demonstrate the provider's ability to capture clear interview audio, quality B-roll, professional framing, and coherent storytelling.
- The service provider should provide links to the original/previously produced work or a digital portfolio where the samples can be reviewed.