



Terms of Reference for Videography and Photography Services during the Integrity Walk 2025.

REFERENCE NUMBER: TIK/CDO/006/2025

DESCRIPTION: Terms of Reference for Videography and Photography Services during the Integrity Awards 2025

POSTING DATE: 29/09/2025

DEADLINE DATE FOR SUBMISSION: 06/09/2025

Event Background

The **2025 Integrity Awards Ceremony** will be held on **10th December 2025** in Nairobi. The event will bring together nominees, award recipients, government representatives, civil society, media, and the public to highlight positive examples of integrity in action.

Scope and Purpose of the Assignment

TI-Kenya seeks a consultant/firm to provide videography and photography services for the Integrity Awards Ceremony. The consultant will capture the event in high quality, provide live coverage support, and produce post-event highlight materials for documentation and dissemination.

Organisational profile

Transparency International Kenya (TI-Kenya) is a not-for-profit organisation dedicated to promoting a transparent and corruption-free society. As an autonomous chapter of Transparency International, TI-Kenya has extensive experience in governance, advocacy, strategic litigation, civic engagement, and research to ensure evidence-based interventions.

Scope and purpose of the assignment

The national integrity awards seek to recognize acts of integrity and individuals or groups who make a significant contribution towards realizing our shared Constitutional aspirations. This is meant to promote the continued application and implementation of integrity as envisioned in TI-Kenya's strategy and the Constitution.

TI-Kenya seeks a consultant to provide videography coverage and photography services for the event to be held on 10th December 2025 in Nairobi, Kenya.

Specific tasks for the consultant

The consultant will work with TI-Kenya's communications team to film the event between 5:00PM – 11:00 PM, broadcast the event live on TI-Kenya digital media platforms and manage the interviews from key stakeholders, questions and timings of video interviews, and provide a shot list for context footage.

Working to an agreed schedule the consultant will be required to:

- Be available for the event in Nairobi, between 5:00 PM to 11:00 PM exact timings are to be confirmed.
- Take a range of photos of the workshop participants
- Live stream the event on TI-Kenya YouTube and social media Channels
- Provide real-time photos to TI-Kenya for social media updates
- Develop a short video highlighting the events of the day

Key deliverables

- Provide raw footage of all video interviews undertaken to TI-Kenya immediately following the event
- One final edited 10 minutes video highlight and trailer
- Provide raw footage of video context footage
- Produce 20-30 photos from the event.

Duration of the assignment: 1 day

Copy right: All materials arising out of the consultancy shall remain the property of Transparency International Kenya.

Qualifications and attributes required.

- Diploma in Journalism, Media Studies, or related field.
- At least three (3) years of professional experience in videography/ video editing.
- Demonstrated experience of the conception, production and editing of video documentaries and similar projects
- Ability to operate under strict timelines and apply high production and technical standards for the purpose of maintaining high level of professionalism
- Track record of successful materials filmed on similar topics is an added advantage.

Application Process

- Qualified candidates should submit their expressions of interest in one combined document (PDF) of not more than 15 pages covering technical (Understanding of the assignment, evaluation plan/methodology, framework, and work plan) and financial aspects tax inclusive as well as CV (or CVs for those working as a team and their profiles) indicating work experience relevant to the consultancy.
- 2 reference letters from previous client
- Attach company profile, current tax compliance certificate, CR12 form, certificate of incorporation and business permit.
- Provide evidence of samples/similar assignments undertaken (please provide a link (s) or as an attachment)

Submission of Bids

Qualified candidates are requested to submit one document not exceeding 15 pages as a single attachment covering both technical and financial aspects, camera model (s) you will use, at least three professional referees and at least 3 links to previous work done. Do not attach your testimonials or certificates. Only shortlisted candidate/s will be contacted. The deadline for submission of expressions of interest is **06/09/2025**. Applications should be sent by email to consultancyapplication@tikenya.org. Please indicate **EOI - Videography and Photography Services**” on the subject line in your email application. Only shortlisted candidates will be contacted.

Complaint's Process

This call for Expression of Interest does not constitute a solicitation and TI-Kenya, reserves the right to change or cancel the requirement at any time during the EOI process. TI-Kenya also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting a reply to a call for EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals will be issued in accordance with TI-Kenya rules and procedures. Any grievances and or complaints arising from the evaluation process and final tender award can be addressed, in writing, to the Executive Director as wells as the TI-Kenya Tender Complaints Committee.

The Executive Director, Transparency International Kenya,
Bishop Magua Center, Off Ngong Road – George Padmore Lane
Ground floor, Wing B, Office No UG7
P.O. Box 198- 00200, Nairobi

Or Email

complaints@tikenya.org