KOREAN EMBASSY FUNDED FOOD SECURITY PROJECT (KEFFS)

TERMS OF REFERENCE

PRODUCTION OF HIGH-QUALITY AUDIO-VISUAL AND PHOTOGRAPHIC DOCUMENTATION FOR THE KOREAN EMBASSY FUNDED FOOD SECURITY PROJECT

Project Information	Details
Project	Korean Embassy Funded Food Security Project (KEFFS)
Consultancy Title	Production of High-Quality Audiovisual and Photographic Documentation for the KEFFS Project:
Duty Station	Far North Region, Cameroon
Expected Start Date	2 December 2026
Expected End Date	12 January 2027
Contract Duration	30 days

Good Neighbors is an international humanitarian development NGO founded in 1991 to make the world a place without hunger, where people live together in harmony. Currently, Good Neighbors is working in 54 countries with our focus on inclusive community development approach and child protection. Good Neighbors has attained General consultative status with UN ECOSOC in 1996. It was awarded the Millennium Development Goals (MDG) Award by International Association of Economic and Social Councils and Similar Institutions (AICESIS) in 2007.

I. Background and Rationale.

Climate change continues to pose significant challenges to agricultural production, food security, and the livelihoods in the Far North Region of Cameroon. Increasing temperatures, irregular rainfall patterns, prolonged droughts, floods, land degradation, and the emergence of new pests and diseases are affecting agricultural productivity and resilience, particularly among smallholder farmers. In response to these challenges, Climate-Smart Agriculture (CSA) has emerged as an innovative and sustainable approach that seeks to increase agricultural productivity, enhance resilience and adaptation to climate change.

Through the Korean Embassy Funded Food Security Project (KEFFS) implemented in **Katoual** (Diamaré division), **Tindrime, Seraoua** (Mayo Sava division), **Tyomdi** (Mayo Danay division) and **Logone Birni** (Logone et Chari division) by Good Neighbors Cameroon in partnership with the World Food Program, numerous initiatives and community-based interventions have been implemented to promote climate-smart agricultural practices, including sustainable land management, agroforestry, water conservation techniques, improved seed varieties and efficient post-harvest management. These interventions have generated valuable lessons, success stories, and measurable impacts on farmers' livelihoods in these project sites.

To effectively document, communicate, and disseminate these achievements, there is a need for high-quality audiovisual and photographic content that captures project activities, beneficiary experiences, best practices, and the overall impact of climate-smart agriculture interventions. Professional video productions, photography, and audiovisual documentation will serve as powerful tools for knowledge sharing, advocacy, stakeholder engagement, donor visibility, capacity building, and public awareness. The production of comprehensive audiovisuals and photographic documentations will provide compelling evidence of project outcomes and facilitate the dissemination of success stories to stakeholders, partners and local communities. The materials produced will be used across various communication platforms, including project reports, websites, social media channels, training sessions, workshops, conferences, and awareness campaigns.

It is within this context that this Terms of Reference has been developed to engage a qualified service provider for the production of high-quality videos and audiovisual documentations, accompanied by professional photographic contents, showcasing the implementation, achievements, challenges, and impacts of Climate-Smart Agriculture initiatives and the impact of the KEFFS Project. The assignment aims to create visually engaging and technically sound communication products that accurately reflect project objectives and contribute to the promotion and scaling up of climate-smart agricultural practices.

II. General objective

Good Neighbors Cameroon is looking for the services of an audiovisual production expert to produce high-quality videos, audiovisuals, and photographic documentations that effectively capture, showcase, and disseminates the implementation, achievements, best practices, lessons learned, and impacts of the KEFFS project, thereby enhancing knowledge sharing, stakeholder engagement, and visibility of the project.

III. Specific Objectives

- **Capture and communicate the impact and achievements of the KEFFS Project** through a high-quality video, audiovisual documentary, and photographs, highlighting project interventions, beneficiaries' experiences, success stories, and improvements in agricultural production and livelihoods.
- **Document and showcase the adoption of climate-smart agriculture practices** by farmers and cooperatives, highlighting innovative techniques **(Tindrime integrated farm),** improved production methods, environmental sustainability, and their contribution to food security and resilience to climate change.
- **Capture beneficiaries' experiences, success stories, and testimonies** through high-quality videos, audiovisual documentaries, and photographic contents, demonstrating the tangible changes resulting from the project interventions.

IV. Expected results and deliverables

Documentary 1: A 10-minute documentary on the impact and achievements of the KEFFS Project highlighting project interventions, beneficiaries' experiences, success stories, and improvements in agricultural production and livelihoods.

Documentary 2: A 10-minute Documentary showcasing the adoption of climate-smart agriculture practices by project beneficiaries, highlighting innovative techniques **(Tindrime integrated farm),** improved production methods, environmental sustainability, and their contribution to food security and resilience to climate change.

Captured success stories and testimonies from beneficiaries, community leaders and project staff, to demonstrate the socio-economic and environmental impacts of CSA interventions and the appraisal of project implementation.

Deliverables	Quantity	Description
Documentary 1: A 10-minute documentary on the impact and achievements of the KEFFS Project	1	Professionally produced video, with French & English sub titles documenting the overall impact of the KEFFS Project. Where interviews are conducted in local languages, translations will be done in subtitles, in French and English.
Documentary 2: A 10-minute Documentary showcasing the adoption of climate-smart agriculture practices by project beneficiaries	1	Video, with French & English sub titles and photographic materials showcasing specific climate-smart practices, technologies, and innovations promoted through the project. Where interviews are conducted in local languages, translations will be done in subtitles in French and English

Success stories and testimonies from beneficiaries	Selected and approved beneficiary, community leader and project staff interviews and testimonies.	Recorded interviews and testimonies from community leaders and beneficiaries highlighting changes resulting from the project.
Professional photographs	Minimum 80	High-resolution, JPEG Format
Raw video footages	All	All usable raw video/audio footage in the original/native format, properly organized, must be submitted.
Edited short-form social media videos	Minimum 5	30-60 seconds MP4 (Full HD & 4K)

V. Implementation Methodology

The production of high-quality audiovisual, and photographic documentary on Climate-Smart Agriculture (CSA) and the impacts of the KEFFS Project will be implemented through a participatory approach to ensure accurate, professional, and impactful communication products.

The videographer/professional photographer will produce two (02) documentary videos each approximately 10 minutes in duration, within Twenty-three (23) calendar days, following the stages outlined below.

a. Planning Phase

- Conduct a planning meeting with project staff to clarify objectives, expected outputs, target audiences, key messages, timelines, and logistical arrangements.
- Develop a detailed work plan and filming schedule, including proposed interviewees, shooting locations, and production timelines.
- The work plan, interview list, shot list/key messages and script to be reviewed and approved by GNCMR before final production.

b. Field Data Collection and photographic documentation proposal Capture

The field data collection and content capture exercise will document the implementation, achievements, outcomes, and impact of the KEFFS Project, with particular emphasis on climate-smart agriculture practices, food security, improved livelihoods, and beneficiary experiences. The exercise will capture video interviews, field footage, photographs, beneficiary testimonies, project infrastructure documentation, and relevant data from all project sites as follows:

- Climate-smart agricultural practices and technologies promoted by the project.
- Agricultural production activities and improved farming techniques.
- Project-supported infrastructure and equipment.
- Beneficiaries undertaking agricultural activities.
- Before-and-after evidence where available.
- Interviews and testimonies from selected beneficiaries.
- Interviews with cooperative leaders and relevant project stakeholders.
- Success stories and examples of improved food security and livelihoods.
- General views of the project sites and surrounding communities.
- High-resolution photographs for reporting, communication, visibility, and advocacy.

c. Audio and Video Production

- Review and organize all raw footage and photographs collected during fieldwork.
- Edit video content using professional editing software to produce main documentaries or feature videos.
- Incorporate narration, subtitles, graphics, animations, logos, and background music where appropriate.
- Ensure that the final audiovisual products meet high technical standards in terms of image quality, sound clarity, and visual storytelling.

d. Validation and Review

- Submit two (02) draft documentary videos, five (05) edited videos for social media and a selection of at least twenty (20) photographs to GNCMR for review and feedback. The photographs should be organized in a folder named GNCMR_KEFFS_Photos and individual photos should be labeled GNCMR_KEFFS_Photo_01 right up to 20.
- GNCMR will review the draft deliverables from 04 to 06 January 2027; the consultant will incorporate comments, corrections, and additional requirements from 7th to 12 January 2027, before final submission.
- A final quality assurance check shall be conducted to ensure accuracy, consistency, and compliance with branding and communication guidelines.

e. Final Delivery

- Deliver the final approved audiovisual products in the required formats and resolutions for web, social media, presentations use.
- The consultant shall produce all audiovisual materials using professional equipment capable of recording in 4K UHD resolution.
- There will be at least one consolidated revision round based on GNCMR's feedback is included before final approval.
- Final videos shall be delivered in MP4 (H.264) format. Professional wireless microphones, stabilizers, lighting equipment and, where authorized, drone footage shall be used to ensure high production quality.
- Photographs shall be delivered in high-resolution JPEG format.

- The consultant shall present a brief completion report summarizing the activities undertaken, locations covered, interviews conducted, outputs delivered, challenges and recommendations.

NB: All final deliverables are subject to GNCMR review and approval before final acceptance and payment, as applicable.

Tentative Implementation Schedule

Period	Number of days	Activity	Locality	Key output
2nd December 2026	1	Preparation, coordination, review of project information, identification of beneficiaries and interviewees, and finalization of the filming plan.	All	Field itinerary, interview guide, interview list and logistics finalized
03–11 December 2026	9	**Field Filming and Photography:** Capture beneficiary interviews, climate-smart agriculture, and infrastructure footage	Tindrime, Seraoua, Katoual, Tyomdi and Logone-Birni	Interviews, video footage and photographs collected across all project sites
14 – 18 Dec 2026	5	**Logging, Translation & Scripting:** Organize footage, transcribe/translate interviews, and finalize documentary scripts.	Remote	All collected materials properly organized, verified and ready for post-production
21 – 30 Dec 2026	7 Excluding holidays and weekends	**Post-Production & Editing:** Edit two documentaries, short social media videos, and photos (with narration/subtitles).	Remote	First complete draft of documentaries, short videos, and photos
4– 06 January 27	2	**Client Review:** GNCMR reviews draft products and consolidates feedback.	Remote and Office	Consolidated review comments submitted to consultant
7th to 12th January 2027	6	**Finalization & Submission:** Incorporate feedback, run quality assurance, and deliver final package.	Remote and Office	Final approved videos, edited photos, raw footage and completion report

VI. Consent / Image Rights

The consultant must ensure informed consent before filming or photographing participants.

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NB: the main participants of this activity shall be beneficiaries of the KEFFS project who are all adults.

VII. Data Protection

The consultant should ensure confidentiality and secure handling of personal data and audiovisual files as interviews and audiovisual materials may contain personal information.

VIII. Qualifications and Experience Required

- Minimum 05 years of experience in professional videography/photography; {Mandatory}
- Specialized diplomas at Bac+2 level such as a BTS (audiovisual professions, graphic design) or a Bachelor's degree (Bac+3) in schools or university training in cinema, media, communication, journalism or computer science are an excellent base, a major asset; {Mandatory}
- A strong portfolio demonstrating the quality and creativity of the work (at least 4 links to the videographer's recent work should be shared as this will be a strong basis for the evaluation); {Mandatory}
- Proven experience in filming and editing professional documentaries (share links to their documentary videos); {Mandatory}
- Proven proficiency in script development and engaging scenes; {Mandatory}
- Ability to deliver within the set deadlines; {desirable}
- Previous experience or demonstrated operational capacity in the Far North Region will be an advantage; {desirable}
- Proof of the availability of the equipment needed to produce quality videos and photos. Provide an equipment list/specifications and evidence of availability; {Mnadatory}
- Any similar experience with international organizations will be considered an advantage. {desirable}

IX. Ownership, Proprietary Rights and Responsibilities.

Good Neighbors Cameroon will retain exclusive ownership and copyright on all videos and photographs produced and edited during this project. This will include raw footage, photographs, audio recordings, edited videos, scripts, graphics, subtitles, project files and final masters, subject to applicable third-party rights.
For third party materials like music, graphics, stock footage or other copyright materials used in the productions, the consultant must obtain all necessary licenses/permissions.

Responsibilities of Good Neighbors Cameroon

- Facilitate access to project sites.
- Coordinate interviews with beneficiaries.
- Provide branding materials and communication guidelines.
- Review and validate all draft products.

Responsibilities of the Consultant

- Develop the filming script.
- Conduct filming and photography.
- Edit all audiovisual products.
- Archive and secure all raw data.
- Deliver all outputs within the agreed timeline.

X. Location of exercise and logistic arrangement

Good Neighbors Cameroon will facilitate access to project sites, coordinate meetings with beneficiaries and local authorities, and provide local transportation between project sites where necessary. The videographer/photographer shall be responsible for all audiovisual production equipment, data storage devices, software, and any personal logistical requirements including accommodation and meals. The consultant's personal logistics costs should be included in their financial proposal, which will constitute part of the application file.
Field data and content will be captured in the following project sites:

- Diamaré Division: **Site - Katoual**.
- Mayo Sava Division: **Site - Tindrime & Seraoua.**
- Mayo Danay Division**: Site - Tyomdi.**

XI. Compliance Requirements

The selected professional will be required to comply with GNCMR Code of Conduct, safeguarding, PSEA, confidentiality, data protection and applicable legal requirements to ensure the safety and well-being of vulnerable individuals.

XII. Submission of Applications and Evaluation criteria

The deadline for submission of applications is 30 November 2026, at 05:00 p.m. Please submit your proposal in a sealed envelope, marked: PROFESSIONAL VIDEOGRAPHER/PHOTOGRAPHER, KEFFS PROJECT at Good Neighbors Cameroon Yaoundé or Maroua Field offices.

The file must contain:

- A tax registration certificate;
- The certificate of tax compliance dated less than three months;
- A bank attestation certificate;
- A cover letter;
- A CV;
- A detailed financial proposal in FCFA, clearly indicating fees, applicable taxes and all related costs.
- Copies of certificates, diplomas and attestations;

- Proof of similar works

The evaluation will be carried out and graded as follows:

Evaluation Criteria	Points
Relevant professional experience	25
Quality of portfolio	25
Proposed methodology	20
Technical capacity and equipment	15
Financial proposal	15
Total	**100**

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