

TERMS OF REFERENCE

Individual and national/Local Consultancy: Multimedia Production for WOCEWA Project



Project Title: WOCEWA

Type of contract: individual and national/local consultancy

Location: Benin-based with regional travel (Ghana and Nigeria)

Duration: Approximately 30 days non-consecutive days

Duty station: Home-based with required field missions

A. Introduction

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE), through its ECOW-GEN program established in 2013, works to mainstream gender in energy policy and project design across West Africa. In collaboration with the International Development Research Centre (IDRC), the Women and Clean Energy in West Africa (WOCEWA) project was developed to increase women's participation as clean energy consumers and suppliers.

WOCEWA is establishing a fund to provide small grants to women-led SMEs (WSMEs) in the energy sector to subsidize borrowing costs. To showcase these impacts, WOCEWA seeks a Communications Specialist/Videographer to highlight the successes of these beneficiaries.

B. Objectives of the assignment

The primary objective is to produce high-quality multimedia content, specifically a documentary and photo archive, highlighting the impact of grants on women entrepreneurs. The content must:

- Promote the successes of WOCEWA beneficiaries.
- Demonstrate concrete impacts of financing on businesses and communities.
- Serve as a high-level advocacy tool for technical and financial partners.

C. Scope of work

The consultant will cover three countries (**Benin, Ghana, and Nigeria**) and handle the full production cycle:

- **Pre-production:** Scriptwriting, storyboarding, and site visit planning.
- **Production:** On-site filming (interviews with entrepreneurs and scholars, B-roll of activities, drone footage where applicable).
- **Post-production:** Editing, color grading, audio mixing, and subtitling (English, French, and Portuguese).

Required Products:

- **Video Suite:** One (1) Script and Three (3) Video Versions: 2-minute (teaser-Scholarship), 8-minute (standard-Grants), and 10-minute (full documentary- WOCEWA project).
- **Photo Archive:** At least 20 high-resolution original photos illustrating project objectives.

D. Deliverables

The following activities, deliverables and tentative timeline are foreseen as shown in the table:

Deliverables	Tentative timeline
Inception Report and Pre-production Pack	5 Days after signing
Raw Footage & Photos	5 days after travels ends
Draft Video Materials	15 days after travels ends
Final Multimedia Pack	20 days after travel ends

E. Expertise required

The Consultant must demonstrate the following qualifications and equipment:

- Proven experience in professional film making and photography (provide portfolio) or links to previous similar assignments must be provided.
- Have a diploma University Degree in Communications, Digital Marketing, Audiovisual Production, or a related field.
- at least 5 years of experience in developing communication materials for different stakeholders at the regional level.
- Must possess complete professional equipment (4K cameras, lavalier microphones, lighting, and stabilization).
- Demonstrated capacity to provide high-quality translation, voice-overs, and/or subtitling in the three official ECOWAS languages (**English, French, and Portuguese**). The technical proposal must clearly outline the methodology for ensuring linguistic accuracy and cultural nuance for each target member state.
- Excellent managerial/organization skills with a solution-oriented attitude.
- Ability to work under pressure and meet strict deadlines.

Travel within the ECOWAS region (specifically Benin, Ghana, and Nigeria) is a mandatory requirement for this assignment.

The consultant is responsible for obtaining necessary local filming and drone permits

F. Remuneration

The consultant shall submit a detailed plan, which will be subject to ECREEE approval, of carrying out the assignment. He is also required to submit his offer.

The remuneration will be paid according to the following milestones:

- 20% upon submission and approval of the inception report
- 40% upon presentation of the draft video materials
- 40% upon final acceptance of the Full Multimedia Pack.

G. Submission of Applications

Interested firms should submit the technical and financial bids to wocewa-multimedia@ecreee.org latest by April 17, 2026 at 11:59 PM UTC-1.

- ❖ **Technical Proposal:** Must include a portfolio or "showreel" of previous work, a detailed methodology, and a proposed work plan.
- ❖ **Financial Proposal:** Must be disaggregated, clearly separating professional fees from travel expenses.
 - **Professional Fees:** Must cover all costs related to the consultant's time, equipment (cameras, drones), and post-production (editing, subtitling) and Per diem (DSA)
 - **Travel Expenses:** Only direct travel-related expenses specifically **economy class airfare and local transport** for field missions to Ghana and Nigeria will be covered by the WOCEWA project.
- ❖ **Evaluation:** Only technical proposals that achieve a pass mark of **70%** will continue to the next level of opening financial offers

For clarifications/questions, please contact Prisca Zidago; pzidago@ecreee.org and Erica Flan; eflan@ecreee.org