

**Media Company to Provide Photography/Video
Coverage for a Variety of Events and Visits Organized
by CARE Egypt**

Terms of Reference



CARE Egypt Foundation:

CARE Egypt is operating in Egypt since 1954. Its programming aims to help communities living in poverty meet basic needs, improve their social positions and cope with their challenging environments in ways that are sustainable and empowering.

Underpinning all of CARE Egypt's work is a commitment to strengthening local civil society, promoting human rights and addressing the underlying causes of poverty and injustice, such as poor governance, gender inequity, economic and social exclusion and conflict. CARE Egypt places special emphasis on investing in women and girls because its experience shows that their involvement invariably brings long-term benefits to families and communities. CARE Egypt focuses on four main programs: Women's Rights, Governance and Civic Engagement, Education, and Agriculture and Natural Resources

For further information, please visit our website: www.care.org.eg

Objective of this ToR:

The purpose of this terms of reference is to hire a digital media company to provide CARE Egypt with photography and videography coverage service when required throughout the year and across different projects and programs.

Scope of Work and Deliverables:

The company is expected to:

1. Provide photography coverage for short events (2-4 hours)
2. Provide photography coverage for long events (6-8 hours)
3. Provide short video coverage for events.
4. Provide a google drive link for all event photos filtered and edited **no later than 24** hours after the event.
5. Provide video coverage when needed.
6. Provide the edited video adhering to CARE Egypt brand guidelines no later than **1 week after** the event.
7. Conduct these event coverages mainly in Greater Cairo, with an exception of some visits in Alexandria and Beni Suef.

Professional Skills and Experience

General Skills

- Strong photography portfolio of photography coverage for events.

- Able to photograph in settings that may not be ideal (dim lighting, crowded rooms, etc)
- Fast video editing to create brief and short video documentation.
- Multitasking crew, maximum two people from the company to be present at these events.

Conditions of Applying:

Interested companies should submit the following documents in their offers;

Financial Proposal: The financial proposal should include the price quotation separated according to daily rate for covering the short events, long events and events inside and outside Cairo and for providing video coverage.

Portfolio: Example of work in events coverage both photography and video.

Payment Schedule:

All payments (done within 20 working days from invoice submission and linked with deliverables and timeline. No down payment (advance) is provided.

CARE Egypt foundation will withhold applicable taxes and deposit the funds with the applicable for tax authorities under this agreement. Thus, the financial proposal should include all taxes.