

CALL FOR PROPOSALS

Photo and Video Production Team (Short-term; Project Contract)

Overview

The Institute for Climate and Sustainable Cities (ICSC) has partnered with the local governments of Guiuan, Eastern Samar, and Paranas, Samar in the Eastern Visayas region to help solarize their municipal buildings and public facilities, highlighting the importance of renewable energy for the energy security of Filipino communities. Learn more about these projects: <https://icsc.ngo/icsc-partners-with-igus-to-solarize-municipal-buildings/>.

In line with this, ICSC is looking for a production team who will support the documentation of these efforts through photos and videos, including pre-and post-production, from February to September 2025.

Deliverables

The production team must be able to provide the following deliverables to ICSC:

1. Three (3) separate high-resolution 6-8 minute documentaries (can extend to 10 minutes maximum) and one (1) full-length documentary on the mentioned energy transition efforts. In particular:
 - a. Two (2) separate high-resolution 6-8 minute video documentaries of the progress of the solarization projects in Paranas and Guiuan and the impacts on the local governments and communities;
 - i. Including interviews of the key stakeholders, LGU partners, community members, and ICSC representatives;
 - b. One (1) high-resolution 6-8 minute video documentary, highlighting the importance of the energy transition in Eastern Visayas and its significance to national and international energy transition efforts;
 - i. Including interviews of the key stakeholders, ICSC representatives, and partners; and
 - c. One (1) around 30-minute full-length documentary (can extend to 45 minutes maximum), extensively highlighting the importance of the energy transition in local, national, and international contexts with a 1-minute trailer video.
2. Project coverage, specifically high-resolution photos and video footage of the RE-Charge Pilipinas solarization projects for both Paranas and Guiuan;
 - a. Post-processed high-resolution photos of the projects at the specific sites;
 - b. Raw footages

Project terms

1. The production team must be based in the Philippines, with preference to those based in Eastern Visayas, and should be able to conduct three visits each, covering a certain number of days, to Paranas, Samar and Guiuan, Eastern Samar. In detail, ICSC suggests the following schedule for the respective visits:
 - a. Visit 1 to be allotted for preparations and installation of municipal solar power systems in Guiuan and Paranas (one visit each location, 2-3 days per visit), estimated to be done by February 2025;
 - b. Visit 2 to be allotted for the turn-over ceremony to the local governments of Guiuan and Paranas (one visit to each location, 2-3 days per visit to cover interviews with LGU and community representatives), estimated to be done by February to March 2025;
 - c. Visit 3 to be allotted three months after turn-over to monitor the progress of Guiuan and Paranas communities and the impact brought by the solar power systems (one visit each location, 2-3 days per visit to cover interviews with LGU and community representatives), estimated to be done by June 2025.
 - d. Schedules should be confirmed during the briefing of the production team once hired.
2. The production team will report directly to ICSC's Communications Team (CT) and collaborate with ICSC to understand the project objectives, key messages, and target audience.
3. The production team will be in charge of initial storyboarding and script development, while ICSC CT will be closely involved in its writing and finalization. The production team will be in charge of post-processing all required deliverables and provide high-resolution photos during the production timeline. In detail, the production team should:
 - a. Develop a detailed production plan, including the storyboarding, conduct interviews with key stakeholders, community members, and ICSC representatives as required. Interview questions should be approved by ICSC CT before the production team can proceed with interviews;
 - b. Ensure high-quality audio and visual capture using professional-grade equipment with transcripts; and
 - c. Proceed with post-processing of deliverables once scripts and storyboards are approved by ICSC.
4. ICSC will provide the brand guidelines (including fonts, colors, and necessary elements) for post-processing of the videos, as well as guidance on the content for the video summary to be produced;
5. The production team is expected to adhere to professional standards and ethics throughout the project;

6. All raw and processed materials taken by the project team belong to ICSC. The production team shall turn over all raw and processed materials to ICSC upon completion of the project;
7. Any additional expenses incurred beyond the agreed terms shall be communicated and approved by ICSC in advance; and
8. ICSC reserves the right to use the produced content for promotional and educational purposes.

Project duration

The duration of this project is eight (8) months, from January to August 2025, covering photo and video coverage, pre-production, field shoot, post-processing of deliverables, and turn-over of materials.

Inclusion

The production team should provide a detailed financial proposal, all-inclusive of the production price for the required deliverables, transportation, incidental expenses, and other factors related to the project. The production team must provide the gross and net costs in the financial proposal.

Payments will be made in the following tranches:

- Fifty percent (50%) of the total cost one week after contract signing;
- Twenty percent (20%) of the total cost to be provided upon finalization of scripts and storyboards; and
- The remaining thirty percent (30%) of the total cost upon project completion.

Application requirements

To apply for this project, the production team must submit the following requirements to jobs@icsc.ngo (cc communications@icsc.ngo) on or before **January 20, 2024**:

- Formal quotation/financial proposal subject to ICSC's approval;
- Detailed production plan based on terms indicated;
- Letter of intent addressed to ICSC Communications Manager, Ira Dominique Guerrero;
- Curriculum vitae;
- Certified copy of valid business registration certificates (BIR, DTI, etc.); and
- Portfolio/sample works.