

BRILHO PROGRAMME
TERMS OF REFERENCE FOR PROFESSIONAL VIDEO SERVICES

Project Name: BRILHO - Energy Africa Mozambique

Implementing Organisation: SNV

Donor: Foreign, Commonwealth & Development Office (FCDO) and the Swedish Agency for International Development Cooperation (SIDA)

SNV is a mission-driven global development partner working in more than 20 countries across Africa and Asia. Building on 60 years of experience and grounded in the 2030 Agenda for Sustainable Development, we work on the core themes of gender equality and social inclusion, climate adaptation and mitigation, and strong institutions and effective governance.

Together with our team of over 1,600 people, our mission is to strengthen capacities and catalyse partnerships that transform the agri-food, energy, and water systems, which enable sustainable and more equitable lives for all.

BRILHO is a 7-year Programme (2019 - 2026), funded by the Foreign, Commonwealth & Development Office (FCDO) and the Swedish Agency for International Development Cooperation (SIDA), with nationwide coverage that will catalyse Mozambique's energy market of Improved Cooking Solutions, Solar Home Systems and Green Mini-grids to provide clean and affordable energy solutions to the off-grid population and businesses.

BRILHO will deploy its efforts through distinct components of action. These are:

Component 1 (C1): Market Development Fund (MDF) and Technical Assistance (TA) to support businesses entering the market, as well as already established and expanding businesses;

Component 2 (C2): Demand Activation (DA) to create awareness amongst potential consumers on the benefits, alternatives, and quality standards of modern energy solutions;

Component 3 (C3): Research and dissemination (R&D) to improve the availability of relevant information to private and public sector decision-makers on the supply and demand of off-grid energy in Mozambique;

Component 4 (C4): Policy Reform and Institutional Strengthening (PRIS) to work with the Government of Mozambique in developing a regulatory framework that inspires confidence, clarity and incentives for the off-grid energy sector to grow.

Communications, Monitoring, Evaluation and Learning (MEL) will be part of the cross-cutting work that will serve each component and the whole programme internally and externally.

SNV Mozambique requires a professional make a short video footage that communicates the impact the programme has had in the access to energy. The target audience for this communication material is donors, policy-makers, the private sector, including SNV staff, and SNV's followers on social media, particularly LinkedIn, Facebook and YouTube.

Objective:

To engage a qualified service provider to conceptualise, produce and deliver a high-quality end-of-programme results and impact video that effectively communicates the BRILHO Programme's achievements, outcomes and impact, using compelling, inclusive and evidence-based storytelling tailored to donors, government, private sector stakeholders and wider audiences.

Deliverables:

The service provider will be responsible for the conceptualisation, production, and delivery of a high-quality end-of-programme results and impact video for the BRILHO Programme, ensuring alignment with programme objectives, values, and donor communication requirements.

The following should be delivered:



1. Creative Direction and Content Development

- Develop a compelling creative concept and narrative arc that communicates the programme's achievements, outcomes and impact across the four BRILHO components and crosscutting themes;
- Prepare a script, storyboard and production plan, aligned with donor visibility requirements (FCDO/SIDA);
- Ensure integration of human-centred storytelling, including testimonials from beneficiaries, private sector actors and key stakeholders;
- Ensure gender-responsive and inclusive representation (women, youth and vulnerable groups).

2. Field Production and Data Collection

- Conduct field missions across selected provinces to capture high-quality video footage and photography of beneficiaries and infrastructure;
- Conduct interviews and capture brief testimonials showing how access to energy has improved livelihoods and businesses, including reflections on the programme's closure
- Ensure all necessary ethical standards and consent protocols (e.g. GDPR) are adhered to;
- Collect supporting visuals (b-roll) demonstrating technologies (PUE, SHS, mini-grids) and their tangible benefits;
- Leverage and integrate existing BRILHO video and photographic materials, where appropriate, to optimise resources and ensure continuity of programme storytelling;
- Adopt a flexible production approach, whereby the final video may be produced fully or partially using archived footage, complemented by targeted collection of new visuals where gaps are identified

3. Technical Production

- Provide full audio-visual production services, including filming, sound recording, lighting and drone footage where appropriate;
- Ensure high production standards suitable for donor reporting, public dissemination and digital platforms;
- Manage all logistical aspects of production (equipment, crew, scheduling and coordination).



4. Post-Production and Editing

- Edit and produce a flagship impact video (3–5 minutes) and shorter versions for digital dissemination;
- Integrate graphics, subtitles, branding and data visualisation reflecting programme achievements;
- Ensure all outputs are fully aligned with the BRILHO visual identity and communication guidelines;
- Include strong narrative flow linking activities, outputs, outcomes and impact.

5. Communication and Branding

- Ensure consistent application of BRILHO, SNV and donor branding across all outputs;
- Integrate real stories, testimonials and quotes from beneficiaries and partners;
- Develop versions optimised for social media platforms (LinkedIn, Facebook, YouTube)

6. Deliverables

The service provider shall deliver:

- One flagship End-of-Programme Impact Video and 3 to 4 videos focused on the technologies the programme supported;
- A curated library of raw and edited footage and supporting visuals;
- Captioned content including location, beneficiary profiles and key quotes;
- A brief production report summarising process, coverage and key learnings.

7. Quality and Compliance

- Ensure all content meets high professional production standards;
- Guarantee accurate and ethical representation of beneficiaries;
- Ensure compliance with data protection, consent and safeguarding requirements;
- Maintain a balance of representation, including at least 50% women where possible.

General photo guidance

- ✓ They will obtain signed General Data Protection Regulation (GDPR) consent forms from all the individuals captured in the visual materials delivered to SNV. The photos must include the individual and the technology in the same frame and combine it (or capture separately when needed) with the benefits (the milled product/cold fish/vegetables/others being packed and sold) as part of it.
- ✓ The operator will provide detailed captions for each picture/video with the following information: locations, names, and ages, as well as 1-2 key/powerful quotes from the person or photographed subject.
- ✓ Photos/videos cannot be fully posed, i.e. the subject of the photograph must be relaxed and not looking directly at the camera.
- ✓ The photographer should take into consideration, whenever possible, gender equity while taking pictures, at least 50% of the users profiled in the images should be women.

Preferably

- ✓ Not too many people in one picture and the subject should be looking directly at the camera.
- ✓ Images will be made up of high-Resolution JPEGs with embedded information, but operator should be able to provide raw files on request.
- ✓ The subject of portrait photos (meaning portrait of people, not photos taken in portrait orientation);

Areas to be covered:

The video captures might/will be taking place in different provinces such as, Maputo, Gaza, Manica, Zambezia, Niassa, and other places as agreed.

Completion deadline for all deliverables:

The service provider shall ensure that all deliverables are completed and submitted no later than 1 September 2026.

Eligibility Requirements (Mandatory)

Interested bidders, to be considered eligible must meet and submit the following minimum eligibility requirements:

- Be a legally registered company or organisation authorised to provide professional audio-visual production services.
- Possess valid tax registration and be compliant with all applicable statutory obligations.
- Demonstrate a minimum of three (3) years of experience in professional documentary, video production or multimedia communication services.
- Have successfully completed at least three (3) assignments of similar scope and complexity within the last three (3) years, preferably for international organisations, development partners, NGOs or donor-funded programmes.
- Demonstrate adequate financial capacity to perform the assignment.
- Propose a qualified team including, at minimum, a Project Manager/Producer, Videographer, Video Editor and other specialists required for successful implementation.
- Demonstrate access to the professional equipment necessary to deliver high-quality outputs, including cameras, lighting, audio recording equipment, editing software and drone equipment where applicable.

Submission of proposals:

All Interested bidders shall submit both a Technical Proposal and a Financial Proposal.

Technical Proposal

The Technical Proposal shall include:

- Letter of Expression of Interest;
- Company profile and legal registration documents;
- Valid Tax Registration Certificate;
- Understanding of the assignment;
- Proposed methodology and creative approach;
- Detailed work plan and implementation schedule;

- Description of the proposed team, including CVs of key personnel;
- Portfolio demonstrating relevant experience;
- At least three references for similar assignments completed within the three five years;
- Description of available technical equipment and production capacity.

Financial Proposal

The Financial Proposal shall include:

- Detailed budget showing professional fees, travel, accommodation, production, post-production and any other associated costs;
- Applicable taxes;
- Financial proposal validity of at least ninety (90) calendar days.

Evaluation and award Process

The award will be made to a responsible offeror whose offer is the most responsive to the tender, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically acceptable basis.

An evaluation committee will be designated to review each proposal. SNV will be the sole judge of the proposals submitted under this tender. SNV reserves the right to accept or reject any or all offers, and to cancel the tender process and reject any or all offers for any reason at any time prior to award of the Service Agreement, without thereby incurring any liability to the affected bidder or bidders. During the evaluation, the bidder may be requested to supply additional information in writing concerning content and/or to clarify points in their responses.

The bidder shall bear all costs associated with the preparation and submission of its bid, and SNV will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this tender, an offer may be deemed “non-responsive” and thereby disqualified from consideration. SNV reserves the right to waive immaterial deficiencies at its discretion.

Best-offer proposals are requested. It is anticipated that award will be made solely on the basis of these original proposals. However, SNV reserves the right to conduct any of the following:

- SNV may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this tender.
- SNV may cancel this tender at any time.
- SNV may reject any and all offers, if such action is considered to be in the best interest of SNV.

All complete proposals will be evaluated by SNV personnel according to the following criteria and only candidates who provides mandatory requirement will be considered for the subsequent steps of evaluations. Kindly note that the proposal evaluation is weighted at 80% for Technical and 20% for financial considerations:

Eligible proposals shall be evaluated using the following criteria:

Evaluation Criteria	Maximum Score 100%%)
Understanding of the assignment	15%
Proposed methodology and creative approach	15%
Relevant company experience	15%
Qualifications and experience of the proposed team	20%
Portfolio and similar assignments	15%
Work plan and implementation schedule	10%
Financial Proposal	10%

Only proposals obtaining a minimum technical score of 70% points shall proceed to the Financial Evaluation.

Financial proposals of technically qualified bidders shall be evaluated using the Quality and Cost Based Selection (QCBS) methodology.

Technical Proposal: 90%

Financial Proposal: 10%

The contract shall be awarded to the bidder obtaining the highest combined technical and financial score.

Price Offer

The Financial Proposal shall be submitted on a fixed-price, lump-sum basis and shall include all costs associated with the successful delivery of the assignment. The proposed price must be comprehensive and include, but not be limited to, professional fees, travel, accommodation, transportation, equipment, production and post-production costs, delivery, taxes, VAT (where applicable), and any other costs necessary to complete the assignment in accordance with these Terms of Reference.

The Financial Proposal should provide a clear and itemised cost breakdown for all services and deliverables.

Prices may be quoted in Mozambican Meticaís (MZN), United States Dollars (USD), or Euros (EUR).

Financial proposals shall remain valid for a period of ninety (90) calendar days from the proposal submission deadline

Key compliance issues

- The service provider will adhere to the following SNV's policies regarding:
 - Safeguarding
 - Code of Conduct
 - Fraud, Bribery and Corruption

Proposals submission address and Deadline:

To apply, interested parties must send their proposals by email by 13th of July 2026 23h59min to mozbid@snv.org with the subject line: **"Tender-09/OPSNV-BRILHO-PROFESSIONAL VIDEO SERVICES"**

Note: Inquiries or clarifications that arise during the proposal preparation stage should be directed to the email provided above, with responses expected within 24 hours.

Only proposals meeting the minimum requirements in accordance with the Terms of Reference will be accepted, and only shortlisted candidates will be contacted at each stage of the proposal's evaluation.

Complete feedback will be provided only to the candidates who are pre-selected and may be invited for an interview during the proposal evaluation stage.