Request for Proposal

RFP/TF/NIG/037

Video Documentary for We Matter Too Project

Date of Request for Quotation	06/11/2026
Deadline for Submission of Quotation	Monday 13th November, 2026 by 1300Hrs
Contact Name	Mikah Gado
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Proposals should be submitted by email to the named contact above before the date and time specified. Proposals submitted after the deadline may be excluded from the evaluation process.

Please note, any contract formed with a supplier will be based on Tearfund's standard terms and conditions. For more information including an overview of our supplier onboarding and order processes, please visit our Global Suppliers Hub.

Purpose of the video documentary

The purpose of the video documentary is to communicate the project's key achievements, outcomes, impact, beneficiary experiences and provide compelling visual evidence of the changes the project contributed to and supporting accountability, learning, advocacy and future programming.

1. Background/Rationale

Tearfund is a Christian International Relief and Development Agency registered as a non-profit charity in the UK and works in over 50 countries across the world including Nigeria. Tearfund country office in Nigeria is registered with the Corporate Affairs Commission and has a working Cooperation Agreement with the Ministry of Budget and Planning. Our vision is to see people freed from poverty, living transformed lives and reaching their God given potential. Tearfund works to tackle the causes and consequences of poverty, through integrated approaches of Church & Community Transformation (CCT), Sexual and Gender-Based Violence (SGBV)/Maternal & Child Health Protection (MCHP) Response, Peacebuilding, Disaster Response, and Environmental and Economic Sustainability (EES).

The We Matter Too project is a 3 years project running from 5th January 2024 to 4th January 2027 and it is implemented by Tearfund Nigeria. The goal of this project is to prevent and reduce the impact of HIV/SRH among adolescent girls and young women (AGYW) in Benue State through addressing gender inequalities using Tearfund's Transforming Masculinities approach, providing an enabling environment, appropriate services and empowerment. To achieve this goal, these 4 outcomes were proposed:

1. Empower, develop resilience and increase independence

1For more information about Tearfund's work please visit our website www.tearfund.org

2. Creating safe and supportive communities
3. Scale up provision of quality integrated services
4. Create an enabling environment

Tearfund does this in partnership with local churches, and in collaboration with government ministries, departments and agencies.

Tearfund Nigeria seeks to engage a qualified professional video production consultant or firm to visually capture and document the project's cumulative achievements, and final end-line impact on the target beneficiaries.

2. Expected output of the Service Provider

The service provider will be expected to produce the following products:

Videography & photography
Using quality video and photography equipment, including microphones for voices recording, additional lighting and at least two cameras (close up and wide angle), the service provider will deliver:

1). A 15-minute video that highlights the strategies/approaches deployed on the project and their impacts- community dialogue sessions, diffusion activities, self help groups and income generating activities under the We Matter Too project and the
beneficiary stories that reflect what they have benefitted from the project and how the project's activities have met their individual needs thus changing their lives for the better. It should also highlight the engagement with the government, religious and community structures and the plan for sustainability.

2). Two (2) video clips of 5 minutes: one from Wadata and one from Gboko North.

3). A short version (1–2 minutes reel) for advocacy and social media

4). The shooting and the integration of International Sign Language within the 5 min
video as well as within the two clips.

5). Inclusion of Tiv/Hausa/English subtitles for the interviewee and/or voice overs (to be edited by Tearfund before final production), providing good English/Tiv/ Hausa translations of the beneficiary narratives.

6) During the shooting, context videos (in the church, Mosque, business point/shop and government ministries, etc according to the interviews) as well as ambient sounds and images to illustrate the interviews should be prioritised.

7) High-quality 20 photos (10 in Wadata and 10 in Gboko North communities) for the different beneficiaries that will be interviewed.

8) The photo bank of all photos taken in the two communities as well as the raw footage of the videos must be delivered in duplicate on external hard drive: pictures sorted and with captions filled in (place, date, people); videos in format mp4 in 4K and a hard copy photo booklet capturing high definition action photos.

9). Editing will be done together with the Project team and Communication intern.

10) Include background music [royalty-free music]

11) Do Audio repair of the selected clips [remove wind, external noise, etc.]

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3. The process to be followed to undertake the required service:

The following steps show the process of the required service:

1) As a first step, the preparatory meeting will be conducted to ensure a good understanding between Tearfund and the service provider team on objectives, possibilities, limits, and expectations.

For mutual understanding, the service provider will submit the script and schedule of interviews to the Project Lead for subsequent review and consensus building before proceeding to the field.. The service provider's team will conduct field visits to document the stories of change from project beneficiaries, the team will be supported by Tearfund staff and gender champions to reach the homes of the beneficiaries. In addition, the team will conduct interviews with the targeted beneficiaries at the house of the beneficiaries alongside Tearfund project staff. The team will seek consent from the beneficiaries before any interview or documentation with the support of tearfund project staff. Nevertheless, the photographer/videographer is also responsible to ensure informed written consent from the participants and/or the caregivers.

2) Then, the service provider team will submit a draft video and photos to the Tearfund team to provide initial inputs within one week after the field visit.

3) In the post-production phase, the service provider will edit and consolidate all the materials based on the Tearfund team's comments to produce the videos and photos and share it with the Tearfund team for the first review.

4) After validation from Tearfund team, the consultant will organize the subtitle

incorporation as well as the International Sign language shooting and integration.

The auditor will spend a significant portion of the audit exercise in Abuja and a visit to Wadata and Gboko in Benue State where the project was implemented.

4. Scope

The consultant will be expected to:

- read project proposals, logical frameworks, progress reports, and evaluation summaries to understand context.
- develop a detailed concept, shooting schedule, interview questions, storyboard, and draft script, which must be approved by the project team before field deployment.
- Travel to Abuja and conduct interviews with the Country Director and Programme Director.
- Travel to designated project sites (Wadata and Gboko North communities) and:
    - Conduct on-camera interviews with key stakeholders, project staff, and local beneficiaries (ensure gender and vulnerable group representation).
    - Capture high-definition (4K preferred) B-roll footage of project sites, activities, and communities.
- Edit footage, including professional color grading, audio mixing, and motion graphics/lower thirds for names and titles.
- Integrate approved background music (royalty-free/licensed) and professional voiceover narration.
- Provide English subtitles (and/or Tiv and Hausa language translations).
- Submit a first draft for review, and incorporate feedback from the organization.

5. Expected Deliverables.

- 1. One high-quality video of a maximum of 15 minutes with English translation and ISL.
- 2. Two (2) video clips of 5 minutes: one from Wadata and one from Gboko North
- 3. A short version (1–2 minutes reel) for advocacy and social media

- 4. 45 seconds short video clips (1 per community) with English/ Tiv/Hausa translation and ISL.
- 3. The raw footage of all the videos
- 4. High-quality 20 photos (10 each per community).
- 5. The photo bank of all photos from the two communities.
- 6. All material to be saved in a 1TB Seagate or Western Digital My Passport Hard drive. All B-rolls, edited and none edited files to be saved in folders with the appropriate tagging's for easy identification.

6. Ethics

Answer the following questions.

Will the activity involve human participants (e.g. surveys, interviews, FGDs, case studies, participatory methods, storytelling, observations etc)?	Yes
Will the activity involve the collection and/or the analysis of secondary data that is not publicly available?	No
Will the activity involve the analysis of secondary data that has the potential to harm vulnerable groups, communities and/or organisations?	No
Will this activity involve analysing records where an individual's information has not been anonymised?	Yes

If you have answered YES to any of these questions, it is strongly recommended that you complete an ethics risk assessment. Make a copy of the assessment template, complete it and provide a hyperlink to the completed assessment below.

Is the ethics risk assessment complete?	Yes (delete as appropriate and provide a hyperlink)

The steps mentioned above will be implemented under the overall guidance, support, and supervision of Tearfund. The service provider should abide by Tearfund's protection policies before he/she interacts with beneficiaries: The consultant undertaking the video documentary is responsible for safeguarding and ensuring ethics at all stages of the activity. This will include, ensuring informed consent, protecting privacy, confidentiality and anonymity of participants, ensuring cultural sensitivity, respecting the autonomy of participants and ensuring fair selection of participants (including women and other vulnerable groups). Tearfund's Safeguarding and Anti- Fraud policies will be annexed to the consultancy contracts. Consultants are responsible for managing any potential ethical risks and issues and must put in place, in consultation with the We Matter Too project team, processes and systems to identify, report and resolve any ethical issues that might arise during the implementation of the study. Ethical approvals and reviews by relevant national and institutional review boards must be sought where required.

- Tearfund Code of Conduct,

- Protection of beneficiaries from sexual exploitation, abuse and harassment ,

- Child Protection Policy

- Safeguarding policy

7. Sample Interview Questions

The following sample questions will be reviewed, discussed with the Service Provider and finalized at the inception meeting before deployment.

- **Couples**

  -How has the We Matter Too project brought change to your family?

  -How has the We Matter Too project affected the economic situation in your household?

  -What message do you have for Viiv Positive Action and Tearfund?

- **Faith leaders and Gender champions**

  -What transformation have you experienced as a result of the We Matter Too project ?

  -What notable changes have you seen in your community as a result of the We Matter Too project ?

  -What recommendations do you have for Tearfund for future projects?

- **MDAs**

  -How have you been involved in the We Matter Too project brought

  -What sustainability plans does the government have for the We Matter Too project ?

- **Livelihood Support Beneficiaries**

  -What has changed in your livelihood since receiving the support?

  -Do you think you can continue with your business without further project support?

- **Self Help Group**

  -How has the LS affected your household finances?

  -What is your understanding of savings?

- **Community Child Protection Committee**

  -What are the committee's major achievements since the project started?

  -What changes have you observed in the safety and protection of children in the community?

- **Peer educators**

  -What training did you receive through the project?

  -How has the training improved your ability to educate and support your peers?

  -What changes have you observed in the student's knowledge of the issues you discussed?

- **Healthcare Workers**

  -What were the major challenges adolescents faced in accessing HIV and SRH services in this community/facility before the We Matter Too project?

  -How has this project supported you and your facility to improve services for adolescents?

  -What changes have you observed in adolescent willingness to access HIV and SRH services since the project began?

  -What message do you have for Viiv Positive Action and Tearfund?

  - **Project Staff (Project Coordinator and Officer)**

    -What challenges facing adolescents and young women led to the development of the We Matter Too Project?

    -How has the project addressed these challenges?

    - What specific results or success stories demonstrate the project's contributions to improving the wellbeing of adolescents and young women?

    -What is being done to ensure that the project's achievements are sustained beyond the funding period ?.

  - **Tearfund Staff (Program Director and Country Director)**

    -How does the We Matter Too Project align with Tearfund's broader vision and commitment to transforming lives and building resilient communities?

-Why is it important to combine life skills education, HIV and SRH services, community engagement, child protection and livelihood support in addressing adolescents' vulnerabilities?

8. Expertise

- Proven track record in professional video production and documentary-making (minimum of [3–5] years of experience).
- Portfolio of previous work (links to similar impact or NGO-focused video documentaries must be provided).
- Access to professional-grade equipment (4K cameras, external mics, lighting kits, drone permits/equipment if required).
- Strong storytelling, interviewing, and cross-cultural communication skills
- Able to produce high-quality broadcast videos and professional photos on tight deadlines.
- Ability to include English/Tiv/Hausa language subtitling.
- Proven experience in social media tools.
- Proven ability to meet deadlines.
- Ability to travel to remote areas.

9. Application Procedure

List of items to be included in the submission);

- Financial Proposal that includes all professional fees, accommodation, transport, allowances, and any means cost of the activities
- Technical proposal with Activities Timeframe to meet the requirements
- Evidence of previous similar or related work done (and reference letter, if any)
- Company Profile / Individual Freelance Worker CV
- Documents proving registration and any other documents certifying to the regularity of the company or his/her activity
- TAX Certificate
- Identification documents (Passport/ID)
- And any other requirement by Procurement

10. Timeline/Schedule

The video documentary is scheduled to be conducted from 23rd to 30th November 2026. The final report must be submitted to Tearfund before or on 10th December 2026

During this period, the service provider is expected to visit the Tearfund Abuja Country office, State government offices in Makurdi, and the locations of the beneficiaries in the two communities in Benue State.

Location and region:
1. Wadata in Makurdi LGA of Benue State
2. Gboko North in (Orya, Abetse, Ihungwanor, Buter, Mbakatu, Adekaa, Mbaiwan and Mbakatu communities) Gboko LGA of Benue State

All documents required by this RFP must be received in the dedicated email nigeria.procurement@tearfund.org NOT LATER THAN 1300 Hrs (West Africa Time) on November**, 13th, 2026**

Tearfund designee will answer any questions up to 12:00 hrs on Wednesday 11th November, 2026 in relation to this RFP; hence any request for clarification should be addressed to the Logistics via Nigeria.procurement@tearfund.org

Please do not hesitate to contact us if you have any questions. We look forward to receiving your proposal.