

## **TERMS OF REFERENCE FOR HIRING AUDIO-VISUAL PRODUCTION SERVICES**

### **1. Introduction**

Rwanda Association of Local Government Authorities (RALGA) is a membership organization established in 2002 by the districts of Rwanda to enable them to fulfill the responsibilities entrusted to them under the decentralization policy adopted in 2000.

With the purpose of keeping records of its activities, RALGA invites qualified Communication and Audio-Visual Production service providers to submit bids for the provision of audio-visual production services. The contract will be for a one-year period, with the possibility of renewal.

### **2. Tasks**

The successful bidder shall perform the following tasks:

- Collaborate with RALGA in planning for the production of user-friendly videos compatible with online platforms designated by RALGA;
- Film the oral interviews administered by RALGA for recruitment of Local Government employees and avail the videos within 5 hours after filming.
- Archive raw footage and final products on hard drives, flash drives, CDs, DVDs, or any other suitable media, and submit these to RALGA for safekeeping.

### **3. Video technical specifications**

- The video must be in high-definition television (HDTV) preferably 1080i or 720p
- MOV and Mp4 format
- 13 Stops dynamic range capable
- 422 color depth
- 10-bit broadcast safe
- 16:9 Or 4:3 aspect ratio matching standard TV channels



#### 4. Price quotation

The bidder must provide price quotation for renting videos cameras to RALGA, operating them and availing audiovisual raw footage.

Service	Duration	Unit price tax inclusive (per camera)
Renting cameras, operating them and availing audiovisual raw footage	One hour	
	Half day	
	Full day	

**Note:**

The transport facilitation for the service provider will be covered by RALGA only outside Kigali.

#### 5. Technical expertise requirements

**a) Team leader**

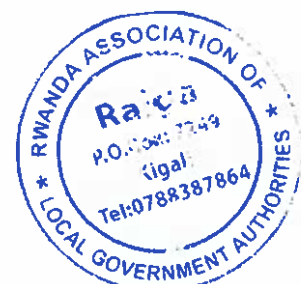
At least 3 years of demonstrated experience in audio-visual production evidenced by a relevant CV, academic or training certificates and certificates of good completion.

**b) Cameramen**

At least 2 years of proven experience in camera operation evidenced by academic or training certificates.

#### 6. Administrative requirements

- 1) Submission letter
- 2) Relevant CVs
- 3) Copy of RDB Certificate
- 4) Valid tax clearance certificate from Rwanda Revenue Authority (RRA)
- 5) At least 3 certificates of good completion from public institutions
- 6) Proof of the capacity to provide at least 25 cameras simultaneously



## 7. Copyright

All content recorded and produced by the company is the exclusive property of RALGA, which retains full copyright. The complete content must be submitted to RALGA.

### Application procedure

Interested bidders shall send their offers ONLINE to the Secretary General of RALGA at [info@ralga.rw](mailto:info@ralga.rw) not later than 05<sup>th</sup> November 2024 at 4:00 p.m. The opening of the bids will take place thereafter at 4.30 p.m at RALGA office.

Done at Kigali, on 30 October, 2024

  
\_\_\_\_\_  
**Dominique HABIMANA**  
Secretary General

