



## **Request for Proposal (RFP): Videography Services**

### **Introduction:**

The Global Shea Alliance (GSA) seeks a qualified videographer to provide professional videography services. The selected videographer will capture high quality video content aligning with our requirements and vision.

### **Scope of Work:**

- Pre Production: Planning, co-ordination, shooting schedule and storyboard development
- Production: High quality video footage capture, ensuring proper lighting, sound and technical aspects
- Post Production: Editing, incorporating graphics and elements and providing revisions
- Deliverables: Final edited video, raw footage (if required) and additional assets

### **Requirements:**

- Proven experience in videography with a portfolio of similar projects
- Professional grade equipment
- Proficiency in video editing software (eg Adobe Premiere Pro, Final Cut Pro)
- Video content will be in French

### **Proposal Submission:**

- Company Overview
- Portfolio: Examples of previous work
- Approach: Description of pre production, production and post production processes
- Timeline: Estimated project completion timeline
- Budget: Detailed breakdown of costs
- References: Contact information for at least two previous clients

### **Evaluation Criteria:**

- Quality and relevance of previous work
- Approach and understanding of the project
- Budget and cost effectiveness
- Timeline and ability to meet deadlines
- Client references and feedback

### **Submission Deadline:**

Proposals should be submitted electronically to Michael Sakyi ([msakyi@globalshea.com](mailto:msakyi@globalshea.com)) by 30 **September 2024**. Please include links to previous work and relevant credentials.