

SECRETARIAT
INTERNATIONAL CONFERENCE
ON THE GREAT LAKES REGION



SECRÉTARIAT
CONFÉRENCE INTERNATIONALE
SUR LA RÉGION DES GRANDS LACS

INTERNATIONAL CONFERENCE ON THE GREAT LAKES REGION (ICGLR)

TENDER ICGLR-03/26

REQUEST FOR PROPOSAL FOR PHOTOGRAPHY, VIDEOGRAPHY AND GRAPHIC DESIGN SERVICES ACROSS ICGLR MEMBER STATES

I. Background

The International Conference on the Great Lakes Region (ICGLR) is an intergovernmental organization composed of twelve Member States. The Conference Secretariat of the ICGLR is based in Bujumbura, Republic of Burundi, and works towards promoting peace, security, stability, and development within the Great Lakes Region.

To enhance the visibility of its programmes, activities and impact across the region, the ICGLR Secretariat seeks to engage a qualified service provider through a framework agreement for the provision of professional photography, videography and graphic design services.

The selected provider shall support communication, advocacy, public information and visibility activities implemented by the ICGLR Secretariat and its organs throughout the region.

II. Objective

The objective of this assignment is to provide high-quality visual communication products that effectively document, promote and showcase ICGLR programmes, events, achievements and regional initiatives.

III. Scope of Work

The service provider shall deliver photography, videography and graphic design services upon request from the ICGLR Secretariat.

The provider shall be capable of mobilizing teams and delivering services in any of the twelve (12) ICGLR Member States:

1. Angola -
2. Burundi
3. Central African Republic
4. Republic of the Congo
5. Democratic Republic of the Congo
6. Kenya
7. Rwanda
8. South Sudan
9. Sudan
10. Tanzania
11. Uganda
12. Zambia

The provider shall ensure professional quality, timely delivery and consistency across all assignments.

IV. Deliverables

The estimated annual quantities are as follows:

Deliverable	Estimated Annual Quantity
Event highlight videos (1-3 minutes)	50
Documentary films (5-15 minutes)	4
Event photography coverage	50 events
Graphic design products (digital and printable)	500 designs



The service provider should demonstrate ability to deliver in English, French, Portuguese, and Arabic.

Graphic design products may include, but are not limited to:

1. Event flyers
2. Social media cards
3. Infographics
4. Roll-up banners
5. Backdrops
6. Brochures
7. Posters
8. Certificates
9. Web banners
10. Campaign visibility materials

V. Technical Requirements

Photography

The provider shall:

1. Cover conferences, workshops, summits, field missions and official ceremonies.
2. Deliver high-resolution edited photographs.
3. Provide a selection of photographs optimised for digital platforms.
4. Ensure proper captioning and organisation of image files.

Videography

The provider shall:

1. Produce event highlight videos suitable for web and social media dissemination.



2. Produce documentary films featuring interviews, storytelling, field footage and subtitles where required.
3. Capture professional audio and video using industry-standard equipment.
4. Provide final products in formats suitable for television, websites and social media platforms.

Graphic Design

The provider shall:

1. Design visually appealing and professional communication products.
2. Produce files suitable for both digital distribution and professional printing.
3. Deliver editable source files and final publication-ready formats.

VI. Branding and Quality Standards

The ICGLR Secretariat shall provide branding and visibility guidelines, including logos, templates and communication standards.

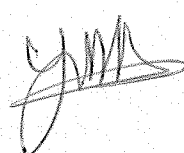
The service provider shall strictly comply with all ICGLR branding requirements and ensure consistency across all deliverables.

The provider shall incorporate feedback and revisions requested by the Secretariat before final approval.

VII. Deliverables Schedule

Unless otherwise agreed:

1. Highlight videos shall be delivered within 24-48 hours after the event.
2. Event photographs shall be delivered within 24 hours after the event.
3. Opening session photographs shall be delivered right after the opening session.
4. Graphic design products shall be delivered within three (3) working days after receipt of content.
5. Documentary films shall be delivered according to timelines agreed for each assignment.



VIII. Qualifications of the Service Provider

The service provider shall demonstrate:

1. At least five (5) years of professional experience in photography, videography and graphic design.
2. Proven experience supporting regional or international organizations.
3. Capacity to deploy or coordinate service delivery across multiple countries.
4. Availability of qualified photographers, videographers, editors and graphic designers.
5. Access to professional photography, video production and editing equipment.
6. Strong portfolio of similar assignments.

IX. Reporting and Coordination

The provider shall work under the overall supervision of the ICGLR Communications Unit or any designated focal point.

Each assignment shall be initiated through a service request specifying the scope, location, timeline and expected outputs.

X. Duration of the Contract

The framework agreement shall be for an initial period of one (1) year, renewable subject to satisfactory performance, availability of funds and mutual agreement.

XI. Intellectual Property

All photographs, videos, graphic designs, source files and related materials produced under this contract shall become the exclusive property of the ICGLR Secretariat.

The service provider shall not publish, distribute or reuse any materials without prior written authorization from the ICGLR Secretariat.



XII. Application requirements

Interested services providers should submit a technical proposal demonstrating their understanding of the assignment and proposed methodology, experiences of similar assignments completed, a financial proposal indicating professional fees and any reimbursable costs and contact details for at least three professional references.

The proposals must be submitted by 16th November 2026 at 17:00 pm (Burundi time) via email to procurement@icglr.org. For further inquiries, candidates may contact the ICGLR Secretariat at +257 653 650 00.

ICGLR may request shortlisted bidders to make a brief presentation of their proposed approach before the final selection.

XIII. Disclaimer

The ICGLR Secretariat reserves the right to:

- Accept or reject any proposal;
- Cancel the process at any stage;
- Request additional information from bidders where necessary

Done in Bujumbura on 26th October 2026

For ICGLR Secretariat

Amb. Yasir Ibrahim Ali Mohammed
Deputy Executive Secretary

