



TERMS OF REFERENCE (TOR)

Photography, Videography and Audiovisual Services

1. Background

ISACA Kenya Chapter will hold a five-day conference at **Sawela Lodge, Naivasha**, from **12th to 16th October 2026**, with approximately **350 participants**.

The programme will be as follows:

Date	Programme	Required Services
12–13 October	Three concurrent workshop tracks	Photography & Videography
14–16 October	One plenary hall – 350 participants	AV, Photography & Videography

2. Scope of Services

A. Photography & Videography – 12–13 October

The supplier shall provide professional photography and videography coverage across all three concurrent workshop tracks.

Coverage should include:

- Speakers, facilitators and presentations.
- Participant engagement and group activities.
- Key moments and highlights.
- Networking and group photographs.
- Other activities identified by the organisers.

The supplier shall propose an appropriate team and equipment to ensure adequate coverage of all three tracks.

B. Audiovisual Services – 14–16 October 2026

The supplier shall provide a complete professional AV system suitable for approximately **350 participants** in one plenary hall.

The system shall include, as appropriate:

- Large LED screens at the front and two small screens at the middle for enough coverage.
- Professional sound/PA system.

- Digital mixing console.
- Wireless microphones for speakers, panel discussions and Q&A.
- Clickers for presentation
- Video switching and presentation management.
- Presenter confidence monitor.
- Required cabling, adapters and accessories.
- Backup equipment for critical components.
- Qualified technical personnel throughout the plenary sessions.

The supplier shall handle **delivery, installation, testing, operation, technical support and dismantling**.

C. Photography & Videography – 14–16 October

The supplier shall provide comprehensive coverage of the plenary sessions, including:

- Keynote speakers and presentations.
- Panel discussions.
- Audience participation.
- Networking activities.
- Group/VIP photographs where required.
- General conference highlights.
- Interviews where requested.

The supplier shall propose an appropriate team and camera configuration based on the programme and venue.

3. Deliverables

The supplier shall provide:

- Professionally edited, high-resolution photographs.
- Daily backup of photographs and video footage.
- Organised digital photo library.
- High-quality conference video footage.
- Selected edited video highlights.
- Raw footage upon completion of the assignment.
- Other agreed edited video products.

- That the vendor will do a presentation to A committee to demonstrate their capabilities
- The vendor should be creative enough to make the event attractive

4. Supplier Requirements

The supplier should demonstrate:

- Relevant experience in conference photography, videography and AV production.
- Experience covering events of **300 participants or more**.
- Availability of professional equipment and qualified personnel.
- At least three relevant client references.
- Ability to provide backup equipment and technical support.

5. Technical Proposal

The proposal should include:

1. Company profile and relevant experience.
2. Proposed approach and team structure.
3. Proposed equipment and specifications.
4. Photography and videography approach.
5. AV configuration for the plenary.
6. Backup/contingency arrangements.
7. Portfolio or examples of similar work.
8. Confirmation of availability for **12–16 October 2026**.

6. Financial Proposal

Suppliers should provide an itemised quotation:

Service	Duration	Cost
Photography – Workshops	2 days	
Videography – Workshops	2 days	
Photography – Plenary	3 days	
Videography – Plenary	3 days	

Plenary AV System	3 days	
Technical Personnel	3 days	
Setup (Branding) & Testing	1 lot	
Dismantling	1 lot	
Transport/Logistics	1 lot	
Subtotal		
VAT/Taxes		
Grand Total		

Optional services should be quoted separately.

7. Site Visit and Coordination

The successful supplier shall undertake a technical assessment of **Sawela Lodge** before the event to confirm the hall layout, sightlines, power, internet, equipment requirements and technical setup , Creativity.

The supplier shall coordinate with the organisers and venue on all setup, operation and dismantling requirements.

8. Event Information

Venue: Sawela Lodge, Naivasha, Kenya

Dates: 12–16 October 2026

Expected Participants: Approximately 350

12–13 October: Photography & Videography only – three concurrent workshop tracks.

14–16 October: Full AV, Photography & Videography – one plenary hall for approximately 350 participants.

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