



Tender No. 004, of 2026

Date: 12th August 2026

**Tender Notice for Engagement of Professional Photographer & Videographer for
the 17th International Living Lakes Conference 2026 (17th LLC)**

Nature Environment & Wildlife Society (NEWS) invites quotations from experienced videographers/photographers for providing professional videography services during the 17th International Living Lakes Conference (17th LLC), organized within the framework of the International Climate Initiative (IKI) - Living Lakes Biodiversity and Climate Project (LLBCP), scheduled to be held from 1st to 4th December 2026 in Kolkata and the Indian Sundarban, along with the conference preparatory activities and inaugural dinner event on 30th November 2026.

Scope of Work

The selected videographer/photographer shall be responsible for:

- Coverage of the preparatory phase of the conference, plenary sessions, technical workshops, networking events, cultural programmes, and field visits, as would be directed by the authority.
- Recording of partner interviews (approximately 10-14 representatives), in consultancy with the authority.
- Capture of high-quality raw video footage, audio recordings, and B-roll footage, as mentioned and advised in the ToR.
- Drone videography (mandatory to possess license for drone shooting), as would be directed.
- Any other related work, as directed by the authority.
- All photographs, video footage, audio recordings, and associated media produced under this assignment shall remain the sole property of NEWS. The selected individual shall not use, publish, distribute, or reproduce any material without prior written permission from NEWS.
- Upon award of the contract, the selected bidder shall deposit a refundable Security Deposit of INR 10,000 prior to execution of the work order.

**** Detailed Terms of Reference (ToR) are attached with this Tender Notice (Annexure 1)***

Duration of Assignment

30 November – 4 December 2026

Budget Ceiling

INR 1,00,000 (inclusive of all professional fees, equipment, storage media, file transfer, taxes, and any other incidental costs).



Eligibility Criteria

Applicants must:

- Have successfully executed at least one work order valued at INR 50,000 or above, supported by documentary evidence.
- Have a minimum of three (3) years of relevant professional experience;
- Possess prior experience in conference, event, documentary, or institutional videography;
- Have access to professional video, audio, lighting, and storage equipment;
- Be capable of delivering 4K raw footage and associated media files as specified in the ToR.
- All equipment used for data transfer should be both Android and IOS compatible.

Submission Requirements

Interested applicants shall submit:

- CV/Profile of the videographer or photographer;
- Portfolio of relevant work;
- Equipment list;
- Financial quotation;
- Confirmation of availability for the assignment period;
- Additionally, the candidate needs to quote the bidding price (financial quote), give a Declaration and submit a list of documents, *as mentioned in the Annexure 2 attached with the bid.*

Submission of Proposal

Proposals should be submitted electronically to: event.news@team-naturewildlife.org;
With “ Subject: *Application for Photography & Videography Services - 17th International Living Lakes Conference (17th LLC)* ”

Last Date for Submission: 23rd August 2026 (up to 5:00 PM IST)

Pre-Bid Meeting

A virtual pre-bid meeting will be held on 17th August 2026 for interested applicants to seek clarifications regarding the assignment. The meeting link will be shared through the official website of NEWS. (www.naturewildlife.org).

****NEWS reserves the right to accept or reject any proposal without assigning any reason thereof. Original copies of the documents attached with the application, will be verified before issuance of work-order.**



Critical dates of this Tender

Sl. No.	Activity	Date & Time
1.	Tender Notice Publishing Date on NEWS website	12 th August 2026 at 12:00 PM on the Web Portal - www.naturewildlife.org
2.	Document Download start date	12 th August 2026 at 12:00 PM
3.	Pre-bid Meeting to be held in NEWS Office/virtually (for virtual mode, link will be shared on the Web Portal - www.naturewildlife.org)	17 th August 2026 at 04:00 PM
5.	Bid submission end date	23 rd August 2026 at 5:00 PM
6.	Expected date of bid evaluation	25 th August 2026 at 12:00 PM

ANNEXURE 1

TERMS OF REFERENCE

Professional Photography & Videography Services

17th International Living Lakes Conference

Kolkata & the Sundarban, West Bengal, India | 30th November – 4 December 2026

Location	Kolkata and the Sundarban, West Bengal, India
Dates	30th November – 2nd December 2026: Rabindra Tirtha, New Town, Kolkata 3rd – 4th December 2026: Sundarban – field visits, Dulki
On-Site Support	LLBCP communications team member (FGN) + NEWS local team – coordination
Assignment	Nature Environment & Wildlife Society (NEWS) is hiring a professional photographer/videographer to provide comprehensive photography and videography coverage of the 17th International Living Lakes Conference and associated preparatory and cultural events.

1. Background

The Living Lakes Biodiversity and Climate Project (IKI-LLBCP) is a 5-year initiative funded by the International Climate Initiative (IKI) of the German Federal Government (BMUKN), supporting lake and wetland conservation across 12 sites in 10 countries. The project is coordinated by the Global Nature Fund (GNF) and implemented through a network of local NGO partners.

The 17th International Living Lakes Conference (LLC) marks the closing event of the IKI-LLBCP. Hosted locally by NEWS, in cooperation with GNF, Germany, the conference will bring together all project partners and Living Lakes Network members from around the world. Under the theme "Resilient Lake and Wetland Landscapes – Scaling locally driven innovation for biodiversity and climate", it will consolidate results, share lessons learned, and launch the Living Lakes Agenda 2026–2030.

The conference will take place across two locations: Kolkata (indoor sessions) and the Sundarban delta (field excursion), combining high-level plenary sessions, technical workshops, and field experience in one of Asia's most significant wetland landscapes.

NEWS requires comprehensive audiovisual documentation of the conference for institutional dissemination. Requirements include professional videography and delivery of raw video and audio material for post-production, as well as, professional photography to ensure high-quality photographic documentation of the conference, field visits, participants, speakers, venues, networking, cultural activities, and associated events.

2. Objectives

- Document the 17th LLC in its entirety through professional videography and photography, capturing key sessions, speakers, field visits, and the overall atmosphere of the event.
- Record individual on-camera statements from designated representatives of all participating partner organisations, to be used in the project's final legacy video.
- Deliver all raw files, including photographs, video footage, and audio recordings, to NEWS on a daily basis, following the commencement of the event.

- Provide a comprehensive photographic record of the conference, including high-level sessions, speakers, delegates, networking, cultural programmes, field activities, venues, and relevant local context, for institutional communication purposes.

3. Scope of Work

3.1 Conference Coverage

The photographer/videographer shall provide continuous documentation of the conference programme, both in photographs and videos, including but not limited to:

- Opening and closing plenary sessions
- Keynote addresses and panel discussions
- Technical workshops and breakout sessions
- Exhibition Stalls, networking moments, welcome/farewell events, Lunch & Dinner, Cultural Programme
- Conference side events and official social activities
- Field excursion to the Sundarbans (boat access, wetland environment – see Section 6)
- Living Lakes Assembly and presentation of the Agenda 2026–2030
- Cutaways, b-roll, and atmospheric footage: delegates interacting, signage, landscape, local context
- Preparatory phase of the conference
- Venue coverage
- Candid, documentary and atmospheric photographs suitable for institutional reports, publications, website and communication materials

3.2 Partner Declaration Interviews

The videographer shall set up and record individual interview-format statements ("talking heads") with designated representatives from all partner organisations present at the conference. These declarations will form the core material for the project's final legacy video.

Interview specifications:

- One representative per partner organisation (approximately 10–14 individuals)
- Duration per interview: 5–10 minutes on camera (unedited)
- Controlled indoor setting with consistent backdrop – the videographer is responsible for identifying a suitable location within the venue and setting up professional lighting and audio, can be done in natural lighting too
- Questions will be provided in advance; the videographer is not required to conduct the interviews
- All interviews to be conducted in English
- Participants may include representatives from GNF (Germany), FGN (Spain), NEWS (India), WildTrust (South Africa), ARCOS (Rwanda), AfES (Malawi), SCPW (Philippines), FACT (Cambodia), Nagenahiru Foundation (Sri Lanka), Fundación Humedales (Colombia), ICT (Mexico), and ALT (Peru)

3.3 Field Excursion in Sundarban

On 3rd December 2026, we leave early morning for our field excursion in Sundarban, where the participants will be divided into 2 groups and visit 3 different sites. For that day, we will require a minimum of 4 team members to ensure coverage of both the sites. NEWS will provide travel, food, accommodation in Sundarban from 3rd-4th December on shared basis. Event ends at 11 P.M on the 4th, and we depart on the morning of 5th December, to return to Kolkata.

4. Deliverables

The photographer/videographer shall deliver the following upon completion of the assignment:

No.	Deliverable	Description	Format
1	Full conference raw footage	All footage shot during the 4 conference days, organised by day and session. Includes plenary sessions, workshops, field visits, cultural programme, interviews, awards, and ambient b-roll.	4K / RAW or ProRes
2	Opening and closing plenary sessions	It is particularly important to record the inaugural session, opening and closing speeches of the LL Conference in full, as well as the Living Lakes Assembly and the presentation of the Agenda 2026–2030.	4K / RAW or ProRes
3	Opening or closing dinner	During the Living Lakes Conference, a welcome or farewell party is always organised, featuring local performances and people dressed in traditional costumes. This is another key event of the conference that must be taken into account when planning the filming. Filming the atmosphere, traditional costumes and GNF's speech.	4K / RAW or ProRes
4	Partner interview raw footage	Individual unedited recordings of all partner representative statements, clearly labelled by speaker name and organisation.	4K / RAW or ProRes
5	Raw audio files	All clean audio recordings, including sync audio and any isolated tracks from lavalier or boom microphone setups. For the opening and closing ceremonies, it would be advisable to capture the audio directly from the venue, using the PA system or the sound desk, to ensure good sound quality.	WAV / 48kHz / 24-bit
6	Drone footage	Aerial shots of conference venue, Kolkata, and the Sundarban landscape, subject to regulatory approval (see Section 6.2).	4K / RAW or ProRes
7	Media log	A spreadsheet log of all clips: file name, date, location, subject, and brief description. Essential for post-production by FGN.	XLS or PDF
8	Conference photography	Comprehensive still photographic coverage of conference sessions, speakers, delegates, networking, cultural programmes, official activities, venues, field visits and local context. Photographs should be organised by date/event/session and supplied to NEWS in high-resolution format on a daily basis.	High-resolution JPEG
9	Official/group photographs	Official photographs of speakers, dignitaries, partner representatives, group photographs and other formal photographs as directed by NEWS.	High-resolution JPEG
10	Field and documentary photography	High-quality still photographs from the Sundarbans field excursion, including participants, activities, boats, landscapes, wetland environment and local context.	High-resolution JPEG

Note:

- **Editing and Deliverables:** The service provider shall deliver all raw video footage, photographs, and audio recordings as specified in this ToR. In addition to the raw files, the service provider shall undertake video editing as required by NEWS and deliver edited video outputs within 1 month, following the conference. The edited outputs may include selected session highlights, event highlights, interviews, field visit footage, and other short-form video content as directed by NEWS.
- **Mandatory Conference Reel:** The service provider shall produce one professionally edited **3-4 minutes highlight reel covering the overall 17th LLC**, including the conference sessions, speakers, delegates, networking and cultural activities, field visit to the Sundarban, and other key moments. The final edited reel, suitable for publication on social media platforms, must be delivered to NEWS **no later than 9th December 2026**.

- **Transfer and Daily Handover:** All raw files, including photographs, video footage, and audio recordings, shall be delivered to the NEWS communications team on a **daily basis following the commencement of the event**. NEWS will provide the necessary arrangement for transferring files. The service provider shall ensure that all files are transferred without loss or corruption. After transferring the data, no files should be kept in the custody of the service provider.

5. Technical Requirements

The photographer/videographer must provide all equipment required for the assignment. NEWS will not supply any production equipment. Minimum technical specifications are as follows:

5.1 Camera & Video

- Minimum resolution: 4K UHD (3840 × 2160) at 25fps or higher
- Recording format: RAW, ProRes 422, or ProRes 4444 preferred; minimum H.264 at highest bitrate settings
- Dynamic range: LOG profile (S-Log, C-Log, V-Log or equivalent) strongly recommended for maximum post-production flexibility
- Codec compatibility: Files must be deliverable in a format editable in Adobe Premiere Pro
- At least two camera bodies recommended (primary + backup / second angle)

5.2 Photography

- Professional digital still camera system capable of producing high-resolution images suitable for institutional publications, reports, web and print use.
- Minimum recommended still-image resolution: 24 megapixels or higher.
- RAW capture capability, with high-resolution JPEG files to be supplied alongside RAW files.
- At least two camera bodies recommended (primary + backup), particularly for key conference sessions and field coverage.
- Professional lens selection appropriate for conference, portrait, group, candid, stage and field photography, including wide/standard and telephoto coverage.
- Ability to operate effectively in indoor conference halls, low-light environments, outdoor locations and moving/boat environments.
- Photography files must be systematically backed up and organised by date, event/session and subject wherever practicable.

5.3 Audio

- Wireless lavalier microphone system for interviews and key speakers (minimum 2 channels simultaneously)
- Directional/boom microphone for general session and ambient recording
- Audio recorder capable of recording at 48kHz / 24-bit WAV
- All audio must be synced to video; dual-system audio is acceptable and should be clearly labelled

5.4 Lighting

- Portable LED lighting kit for interview setup (minimum 2 lights + diffusion)
- Battery-powered or portable power options required for field locations (Sundarbans excursion)
- Ability to adapt to mixed lighting conditions (indoor conference halls, outdoor wetland environments)

5.5 Stabilisation & Support

- Professional tripod with fluid head for interviews and static shots
- Gimbal or shoulder rig for mobile coverage during sessions and field visits
- Professional monopod/tripod or equivalent support equipment for photography where required

5.6 Storage

- Minimum 4TB of recording media / backup storage on-site
- Dual-card recording or immediate backup workflow to prevent data loss
- All footage must be backed up daily during the conference

6. Specific Conditions

6.1 Working Independence

The photographer/videographer must be fully self-sufficient in terms of equipment, workflow, and day-to-day decision-making. A member of the LLBCP communications team will be present on-site to support scheduling, provide introductions to interview subjects, and coordinate access to sessions. The NEWS local team will provide additional logistical support in-country. Neither party will provide technical direction or production assistance. The freelancer is expected to plan shot lists, manage their own schedule across conference sessions, and proactively identify filming and photography opportunities.

6.2 Drone Operations

The use of a drone is strongly recommended to capture aerial footage of the conference venues, the city of Kolkata, and - most importantly - the Sundarbans delta landscape. If the candidate includes drone services in their offer, the following applies:

- The videographer is solely responsible for obtaining all necessary drone operation permits under Indian aviation regulations (DGCA / Digital Sky platform) prior to the assignment
- Proof of valid Remote Pilot Certificate (RPC) and drone registration must be provided to FGN before departure
- Fundación Global Nature (FGN) will provide a formal letter of support for permitting purposes if required
- Any airspace restrictions in protected wetland areas (the Sundarbans is a UNESCO World Heritage Site and Biosphere Reserve) must be verified in advance
- If permits cannot be obtained, drone services will be excluded from the scope at no penalty to the service provider

6.3 Sundarban Field Conditions

Part of the conference programme will take place in the Sundarban, accessible by boat. The photographer/videographer must:

- Be prepared to operate in humid, tropical, and outdoor conditions
- Ensure all equipment is adequately protected against moisture and dust
- Carry fully charged and backed-up batteries (electrical access may be limited)
- Operate independently in a moving/boat environment
- NEWS will provide travel, food, accommodation in Sundarban from 3rd-4th December on shared basis. Event ends at 11 P.M on the 4th, and we depart on the morning of 5th December.

6.4 Language of Production

All conference sessions, interviews, and interactions relevant to the final videos will be conducted in English. No translation services are required from the photographer/videographer.

7. Required Profile

7.1 Mandatory Requirements

- Minimum 3 years of professional experience in documentary, event, or institutional video production and/or professional event/documentary photography
- Demonstrated experience filming and/or photographing international conference or multi-stakeholder event environments
- Full ownership of and proficiency with all required equipment listed in Section 5
- Fluent English (working language of the entire assignment)
- Ability to work independently and manage a complex multi-day shooting schedule
- Experience delivering raw footage packages for third-party post-production teams and/or high-resolution photographic archives for institutional use, on a daily basis

7.2 Desirable

- Prior experience working in India or South/Southeast Asia
- Drone pilot certification (DGCA or equivalent) and experience in natural/wetland environments
- Experience with environmental, conservation, or development sector communications
- Familiarity with Adobe Premiere Pro project handover workflows
- Demonstrated experience in institutional, documentary or conference photography

8. Proposal Requirements

Interested candidates should submit a proposal including:

- CV and portfolio with at least 3 relevant recent samples (conference coverage and/or interview setups, and/or relevant photography assignments)
- Technical offer: equipment list confirming coverage of Section 5 requirements
- Statement on drone services: confirmation of capability, certification status, and approach to obtaining Indian permits (or explicit exclusion from offer)
- Daily rate and lump-sum fee for the full assignment (4 conference days + 2 days for travel/preparation)
- Confirmation of availability from 30th November to 4th December 2026
- Number of Team Members. We will be needing a team of 4 members on the 3rd of December.

9. Contractual Conditions

- All raw footage and associated materials produced under this contract become the exclusive property of the IKI-LLBCP project and may be used by GNF, FGN, NEWS, and project partners for institutional, educational, reporting and communication purposes.
- The photographer/videographer may not publish, distribute, or use any footage or photographs captured under this assignment for commercial or promotional purposes without prior written consent from the project communications team / NEWS.



ANNEXURE 2

Part A – Financial Quote

1. Professional Fee per day (inclusive of equipment, file transfer, editing, delivery, GST etc.) :
2. Number of team members:
3. Total Quote for 5 days, including GST (from 30th November – 4th December):

Total Amount in Words:

Part B – Declaration by the Bidder

I hereby declare that:

1. I have carefully read and understood all the terms and conditions of Tender No. 004 of 2026 and agree to abide by them.
2. All information and documents submitted by me are true and correct to the best of my knowledge.
3. I possess the necessary technical expertise, equipment, manpower, and experience required to undertake the assignment.
4. I understand that NEWS reserves the right to accept or reject any proposal without assigning any reason.
5. I agree that all photographs, videos, audio recordings, and other media created under this assignment shall be the exclusive property of FGN, GNF and NEWS.
6. In case of selection, I agree to deposit the refundable Security Deposit of INR 10,000 before commencement of the assignment.
7. I confirm my/our availability for the entire assignment period from **30 November to 4 December 2026**.

Name of Bidder: _____

Name of Agency (if applicable): _____

Authorised Signatory: _____

Designation: _____

Address: _____



Mobile: _____

Email: _____

Date: _____

Place: _____

Signature & Seal

Part C – Checklist of Documents

Please tick (✓) the documents enclosed.

Sl. No.	Document	Enclosed (✓/X)
1	Profile/CV of the individual or agency	
2	Portfolio of relevant photography/videography assignments	
3	Documentary proof of at least one work order of INR 50,000 or above	
4	Proof of minimum three years' professional experience	
5	List of equipment proposed to be deployed	
6	Drone licence/permissions (if applicable)	
7	Financial Quote (Part A of Annexure-2)	
8	Signed Declaration (Part B of Annexure-2)	
9	GST Registration Certificate (if applicable)	
10	PAN Card	
11	Any other supporting documents	