

Reference:	ARAA/PMAI-AO/2026/PI/021
Title:	Selection of a Service Provider for Photography and Video Production
Document:	CLARIFICATION BULLETIN
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Purpose of the Addendum

As part of the above-mentioned call for expressions of interest, requests for clarification were received. This Clarification Bulletin No. 1 is therefore published to provide the necessary clarifications.

#	Questions	Answers
1	What volume of raw and edited photographs is expected on average per assignment?	The service provider shall provide approximately one hundred (100) high-quality photographs representative of the activities covered, including wide shots, close-ups, portraits, and images illustrating project results (students in good condition eating lunch, students learning in class, cheerful students playing in the playground, mothers and fathers working as canteen cooks and attendants, cooking and preparing meals). Specific requirements will be set out in the terms of reference for each assignment.
2	What is the indicative number of assignments planned per year?	Two days of assignments per quarter over three quarters.
3	What is the average duration of an assignment?	The duration will depend on the activity; it may be a full day or a half day.
4	Will the assignments systematically cover all areas, or are some areas priorities?	Not all areas will be covered. The areas will be defined in collaboration with ARAA and the project holder, depending on the activities requiring photo or video coverage.
5	Are transport and accommodation costs in the field covered by ARAA, or should they be included in the proposed daily/assignment rate?	Transport and accommodation costs must appear in the financial proposal separately from professional fees.
6	What is the expected standard duration for video capsules and mini-documentaries?	As an indication: • Video capsules will last approximately 3 minutes. • Mini-documentaries will last between 5 and 10 minutes. The final duration will be specified for each assignment according to the communication objectives.
7	Is subtitling (French/English/Portuguese) the responsibility of the service provider?	Yes. When required, the service provider shall provide subtitles for audiovisual productions in the official languages of the country (French or English).
8	Will ARAA provide a graphic charter for video branding?	Yes. ARAA will provide the service provider with its visual identity materials (logos, graphic charter) to ensure that the productions comply with the institutional communication standards of ECOWAS and ARAA.
9	What are the payment terms per assignment? (Per assignment, monthly,	Payment is generally made per assignment on the basis of supporting documents (deliverables).



#	Questions	Answers
	quarterly) and the standard payment deadline?	Payment will be made by bank transfer within thirty (30) days from the date of receipt of the service provider's final invoice, subject to confirmation that the service has been duly performed.
10	Portfolio format - For the portfolio of completed works, is a Google Drive sharing link (photos/videos) accepted in addition to the PDF file (it may be included at the bottom of the CV), or must all evidence necessarily be included in the single PDF application file?	A Google Drive sharing link is accepted in addition to the PDF file.

Interested consultants may obtain additional information by writing to the following email addresses:

procurement@araa.org cc: ctienon@araa.org, ebannerman@araa.org; with the subject line “PI 021-PMAI
AO-Service providers for photography and video production”.