

Media coverage Senegal conference

Terms of Reference

Introduction:

The Netherlands Commission for Environmental Assessment ([NCEA](#)) is organizing a partner conference in Saly, Senegal, inviting around 35 participants from 8 West-African countries. The conference will take place from 27-31 October 2025.

The NCEA is looking for a professional multimedia crew for making audiovisual productions (videos, pictures, podcasts) during this conference.

1. Key deliverables

We are looking for the following key deliverables (see specifications further below):

- Conference **aftermovie** (5 minutes), covering programme highlights and reviews from participants. (1)
- **Photo collection** of programme highlights (2)
- **Video recordings** (raw edit) of 2-3 interviews (3)
- Tentative: Audio-support in the production of a **podcast** series, to be recorded during the conference. (4)
- Tentative: Some **extra shots** on request to be used in future NCEA productions. (5)

2. Product specifications

2.1 Conference aftermovie

- Engaging aftermovie, covering programme highlights and reviews from participants;
- Length: max.5 minutes;
- Target audience: conference participants and their colleagues + other stakeholders at home, NCEA partners;
- Includes: full edit, music licenses, version with and without subtitling (English), 2 review rounds;
- Language: French (English subtitles);
- Storyboard: will follow.

2.2 Photo collection

- Around 200 high-quality jpeg pictures;
- Available in an online environment until the end of 2025;
- Unlimited downloads;
- Unlimited, right free use.

2.3 Video recordings

- Duration: around 30 minutes each;
- Only raw edit;
- Quality audio;
- Including transcript;
- Including quality photo portraits of interview setting and participants.

2.4 Audio-support in podcast series

The NCEA intends to use the occasion of the conference for the production of a **podcast series** about key elements of Strategic Environmental Assessment, such as roles and responsibilities of stakeholders, financing, public participation, SEA report, implementation and monitoring/follow-up.

- 3-6 conversations of around 20 minutes each;
- Audio-support to make sure recordings are of good quality;
- Export of audio in MP3.

2.5 Extra shots on request

- Loose footage (audio, video or photo) to be used for future NCEA productions;
- On request (depending on situation);
- To be further discussed;
- Free use of raw materials.

The NCEA is looking for:

- A multidisciplinary audio/video professional or crew* able to cover the different elements described above;
- Fluent in English and French;
- Based in Senegal;
- Disposing over quality video/audio equipment;
- With demonstrable experience in audio and video production (through portfolio);
- Experienced in creating a comfortable setting for interviews and conversations (illustrated by reviews and showcase materials);
- Available for Teams calls before and after conference (1-2 meetings for getting acquainted + briefing; 2-3 meetings to review drafts)
- Disposing over good platforms for securely storing, editing, publishing and sending large files.
- Experience with podcast production is an advantage;
- *We prefer to work with one professional or a small team of maximum two people.

The NCEA offers:

- A thorough briefing including storyboards;
- Room for professional input and ideas;
- Fair fee, reimbursement of travel, accommodation expenses based on a daily allowance;
- In-person guidance during the conference;
- Clear agreements on how the material may and may not be used;
- Full exposure of credits.

Interested?

Do you meet the above requirements and are you interested in taking this assignment? Send an email with quotation, terms and conditions, and a reference to your portfolio products to helpdesk@eia.nl (Ms. Lineke Mook) before 13 September 2025. In case you have questions, feel free to reach out to the same address.

The NCEA retains the right to contact shortlisted candidates only. We will do this by 19 September at the latest.