

TERMS OF REFERENCE

Videographer / Documentary Filmmaker

Indigenous Women-Led Climate Knowledge & Land Stewardship — Ngorongoro, Tanzania

DETAIL	INFORMATION
Organisation	Pastoral Women's Council (PWC), Arusha, Tanzania
Project	Indigenous Women-Led Climate Knowledge and Land Stewardship in Ngorongoro Community
Location	Ngorongoro District, Arusha Region, Tanzania
Assignment	Short-term consultancy: field videography (3 sessions) + post-production (1 documentary film + 3 social media clips)
Send Application to	pwctanzania@gmail.com copying olemeitayanangei@gmail.com and pwc.climatechange@gmail.com
Application Deadline	25 July 2026

1. BACKGROUND

The Pastoral Women's Council (PWC) is an Indigenous women-led organisation established in 1997. PWC works with Maasai pastoralist communities in northern Tanzania, with a particular focus on strengthening women's leadership, advancing climate change adaptation, and preserving Indigenous knowledge systems. PWC is headquartered in Arusha and works at the community level through women's councils, group assemblies, and intergenerational dialogue structures.

With funding from the Keepers of the Earth Fund (KOEf) / Cultural Survival, PWC is implementing a 12-month project titled "Indigenous Women-Led Climate Knowledge and Land Stewardship in Ngorongoro Community". The project engages 60 Indigenous pastoral women and youth 45 young women and girls and 15 women elders in three structured, women-led community dialogue sessions in Ngorongoro District. Through these sessions, participants document traditional climate indicators, land stewardship practices, and grazing knowledge that are at risk of being lost to generational erosion and displacement.

A core output of the project is a community-owned short documentary film that captures the knowledge shared during the dialogue sessions and makes it accessible to youth, educators, policymakers, and wider audiences. The documentary will be produced in Maa (the primary language of participants), with Swahili and English subtitle tracks for broader dissemination.

PWC is seeking an experienced videographer and documentary filmmaker to be embedded across all three field sessions and to lead the post-production of the documentary film and accompanying social media clips. The videographer will work closely with PWC staff and women knowledge leaders throughout the assignment, and will be expected to approach the work with cultural sensitivity and respect for Indigenous community protocols.

2. WHAT WE NEED

The videographer will:

- Attend and film all three community dialogue sessions in Ngorongoro District (July, September, and November 2026).
- Capture interviews with women elders and knowledge holders conducted primarily in Maa (the Maasai language). PWC will provide interpretation and translation support; the videographer is responsible for ensuring interview footage is of broadcast quality with clear audio capture suitable for subtitling.
- Film storytelling sessions, group dialogues, and environmental B-roll (supporting footage of the landscape, livestock, community life, and land use).
- Produce one short documentary film of approximately 15 minutes (approximately 5 minutes of content per dialogue session), with Swahili and English subtitle tracks.

- Produce three short social media clips (approximately 2 minutes each, one per dialogue session) for posting on PWC’s social media channels, tagging the donor (KOEK / Cultural Survival).
- Hand over all raw footage, project files, and final edited files to PWC upon completion.

3. DELIVERABLES AND TIMELINE

#	Deliverable	Description	Due Date
1	Inception Report	A brief document (2–3 pages) demonstrating the consultant’s clear understanding of the assignment: tasks, methodology, field capture approach, subtitle process, and proposed timeline.	Within 7 days of contract signing
2	Production Plan	Detailed plan covering equipment list, crew requirements, post-production workflow, subtitle process, and scheduling across all three sessions.	At least 2 weeks before Dialogue 1 (by early July 2026)
3	Story / Documentary Scripts	Outline scripts or filming frameworks for each of the three dialogue sessions, including interview guide, B-roll shot list, and narrative arc for each session.	At least 1 week before each dialogue session
4	Raw footage + audio — Dialogue 1 (July 2026)	All raw video and audio files from the first community dialogue session, delivered on agreed storage media.	Within 3 days of session
5	Raw footage + audio — Dialogue 2 (September 2026)	All raw video and audio files from the second community dialogue session.	Within 3 days of session
6	Raw footage + audio — Dialogue 3 (November 2026)	All raw video and audio files from the third community dialogue session.	Within 3 days of session
7	Rough cut for PWC review	Edited rough cut of the 15-minute documentary for PWC and community review and feedback.	January 2027
8	Three social media clips	Three edited short clips (approx. 2 minutes each, one per session) formatted for PWC social media. Clips should be captioned and tag the donor.	January 2027
9	Final documentary film	Final edited 15-minute documentary film (MP4, MOV, web-optimised), incorporating PWC feedback, with Swahili and English subtitle tracks.	March 2027
10	Full raw archive handed over to PWC	Complete archive of all raw footage, audio recordings, project/editing files, and final exports delivered to PWC.	March 2027

4. WHO WE’RE LOOKING FOR

Essential Qualifications:

- Minimum educational qualification: Diploma or Degree in Film Production, Media Studies, Communications, or a related field (or equivalent demonstrable professional training).
- At least 5 years of experience in documentary or community videography, preferably in Tanzania.
- Demonstrated previous work or consultancy in videography with rural or pastoralist communities including with Indigenous women, elders, and/or the Maa-speaking community in Tanzania.
- Proven ability to film in remote field conditions with professional-grade equipment.
- Proficiency in video editing and subtitle creation (Adobe Premiere Pro, DaVinci Resolve, or equivalent).
- Experience working with Indigenous or rural communities with a strong understanding of cultural protocols and informed consent.
- Swahili proficiency required; Maa language proficiency is a significant advantage.
- Available to travel to Ngorongoro District for all three dialogue sessions.

Professional Experience:

- Prior professional experience producing content on Indigenous knowledge, climate change, or gender-focused topics.
- Experience producing multi-language documentary subtitles (Maa, Swahili, English).
- Previous professional collaboration with NGOs or Community-Based Organisations (CBOs) in northern Tanzania.
- Experience creating social media content for community organisations or development sector clients.

5. KEY CONDITIONS

- All footage and edited materials are the exclusive property of PWC and the community. The videographer may not use any materials for personal portfolios without prior written consent from PWC.
- Informed consent must be obtained from all individuals filmed, using PWC-approved consent forms available in Maa, Swahili, and English.
- The videographer must sign PWC's Data Protection and Safeguarding Commitment before any fieldwork commences.
- PWC arranges all field logistics (community access, transport, interpretation/translation support, accommodation). The videographer works within PWC-led community structures.

6. INDICATIVE BUDGET RANGE

This assignment is funded under the Keepers of the Earth Fund (KOEf) / Cultural Survival grant. The total approved budget allocated to videography and documentary services across the full project period is **USD 550 (approximately TZS 1,430,000 at the prevailing exchange rate)**, broken down as follows:

- **Field videography capture (3 dialogue sessions):** USD 150 (USD 50 per session)
- **Documentary post-production and editing (15-minute film + 3 social media clips):** USD 300 (lump sum)
- **Community validation forum videography:** USD 100 (lump sum)

Financial proposals must be submitted **itemised in Tanzanian Shillings (TZS)** and must fall within the approved budget envelope above. PWC is a grant-funded organisation and cannot accommodate proposals that exceed the approved budget allocation. Applicants are encouraged to submit competitive, value-for-money proposals that reflect the scope of work and the community-based nature of this assignment. Proposals that significantly exceed the indicative ceiling will not be considered.

7. HOW TO APPLY

Submit the following by email to pwctanzania@gmail.com copying olemeitayanangei@gmail.com and pwc.climatechange@gmail.com

#	Document	Notes
1	Cover letter (1 page max)	Describe your approach to community and cultural filming
2	CV or company profile	Include 2 most relevant assignments with client references
3	Portfolio / showreel link	Minimum 2 examples of documentary or community-based productions
4	Technical proposal (2 pages max)	Summarise field capture approach, post-production workflow, subtitle process
5	Financial proposal	Itemised in TZS (Tanzanian Shillings). Must fall within the approved budget ceiling of USD 550 (see Section 6). Include per-session and post-production cost breakdown.
6	Two referees	Preferably from NGO, CBO, or community-based clients

8. SELECTION CRITERIA

Criterion	Weight	Score
Demonstrated previous experience in documentary filming with communities involving women, elders, and especially Indigenous peoples in Tanzania	30%	/30
Portfolio quality and community-centred storytelling approach	20%	/20
Technical proposal — workflow, subtitle process, deliverable plan	20%	/20
Cultural sensitivity and experience working with Indigenous / Maa-speaking communities	20%	/20
Financial proposal	10%	/10
TOTAL	100%	100

PWC encourages applications from women videographers and from individuals with lived experience in pastoralist or Indigenous communities.