



SINDH INSTITUTE OF OPHTHALMOLOGY & VISUAL SCIENCES (SIOVS)

Journalist Society, Hyderabad, Sindh, Pakistan

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REQUEST FOR QUOTATION (RFQ)

Engagement of Photographer / Videographer for Case Study Documentation

Issuing Organization	Sindh Institute of Ophthalmology and Visual Sciences (SIOVS), Hyderabad
Project Title	Every Child Sees; “One School at a Time” (OSaaT)
Assignment	Photographer / Videographer – Case Study Documentation
RFQ Opening Date	15-07-2026
RFQ Closing Date	01-08-2026

Sindh Institute of Ophthalmology and Visual Sciences (SIOVS), Hyderabad invites sealed quotations from qualified and experienced photographers/videographers to provide case study documentation services under the “One School at a Time” (OSaaT) School Eye Screening Project, as per the Terms of Reference (ToR) detailed below. Interested and eligible individuals/firms are requested to submit their technical and financial proposals on or before the closing date mentioned above.

1. Purpose of Assignment

To capture high-quality photographs and short video footage of selected beneficiaries highlighting the impact of the project for case studies, donor reports, documentation, website and social media.

2. Scope of Work

- Capture high-resolution photographs before, during and after screening.
- Take portraits of beneficiaries with and without spectacles (where appropriate).
- Photograph classroom activities, project branding and screening process.
- Document each case study from examination to spectacle dispensing and classroom participation.
- Record short videos of screening, interviews and success stories.
- Conduct interviews with students, parents, teachers and project staff.
- Capture natural storytelling moments.

3. Deliverables

- Edited high-resolution photos.
- Edited short videos (30–90 sec).
- Raw photos and videos.
- Organized files by school.



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- Consent-compliant documentation.

4. Technical Requirements

- DSLR/Mirrorless camera (24MP+).
- 4K video preferred.
- External microphone.
- Natural lighting.
- Portrait and landscape shots.

5. Ethical Considerations

- Obtain informed consent.
- Respect child privacy.
- Avoid misleading images.
- Follow child safeguarding policy.

6. Reporting

The selected photographer/videographer shall report to the Project Coordinator, One School at a Time School Eye Screening Project.

7. Ownership

All content produced under this assignment shall remain the property of SIOVS.

8. Payment Terms

Payment will be made upon satisfactory completion of the assignment and submission of all agreed deliverables. Payments may be processed as follows (subject to contract):

- 30% upon contract signing (optional, if applicable).
- 70% upon submission and approval of all photographs, videos, raw files, and final deliverables.
- Applicable taxes will be deducted in accordance with Government regulations.
- Any additional travel or accommodation costs must be pre-approved by SIOVS.



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9. Selection Criteria

- Minimum 2 years of professional photography/videography experience.
- Demonstrated experience documenting health, education, NGO, or development projects.
- Strong portfolio of documentary photography and storytelling.
- Availability for field travel across project districts.
- Own professional photography and videography equipment.
- Ability to deliver high-quality outputs within agreed timelines.

10. Evaluation Criteria

Evaluation Criteria	Weight (%)
Relevant experience	25
Portfolio quality and storytelling	30
Technical capacity and equipment	15
Methodology / understanding of assignment	10
Financial proposal	20
Total	100

11. Submission Requirements

- Technical Proposal describing understanding of the assignment and work approach.
- Financial Proposal (lump-sum or daily rate).
- Company profile or CV (if individual consultant).
- Portfolio of at least five relevant assignments.
- Copy of CNIC and NTN (where applicable).
- Names and contact details of two professional references.
- Proposed work plan and timeline.



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12. Important Dates

RFQ Opening Date	15-07-2026
RFQ Closing Date	01-08-2026
Submission Address	Department of Community Ophthalmology Sindh Institute of Ophthalmology and Visual Sciences (SIOVS), Journalist Society, Hyderabad, Sindh
Contact	info@siovs.edu.pk +92-22-9210352

Note: SIOVS reserves the right to accept or reject any or all quotations without assigning any reason.