

**TERMS OF REFERENCE - MEDIA AND COMMUNICATIONS COMPANY
75th ORDINARY SESSION**

1. Background and Context

The African Commission on Human and Peoples' Rights (the Commission) is a human rights treaty body established in November 1987 by virtue of Article 30 of the African Charter on Human and Peoples' Rights (the African Charter). The Commission is mandated to promote and protect human and peoples' rights throughout Africa, and monitor the implementation of rights, freedoms and duties as guaranteed by the African Charter (and its Protocols), as well as monitor State compliance with the African Charter. Hence the Commission will host its 75th Ordinary Session Wednesday, 3 May to Tuesday, 23 May 2023.

2. Objectives of Assignment

The role and responsibilities of the Media Management Company is to provide media services during the 75th Ordinary Session and the work will cover the following items:

- i. Provide photographer & video person to capture all events.
- ii. Provide camera person dedicated for Live Streaming
- iii. Provide picture package for the conference in digital format
- iv. Provide audio & video package of all recordings conducted in digital format (mp3 & mp4) for uploading on to ACHPR website

3. Plan of Work / Duration

The company shall deliver the following deliverables:

Item	Description	Date
1	<ul style="list-style-type: none">• Video and Audio package of the event• Picture package of all events• Provide Live Streaming services of events	3 - 13 May & 23 May 2023 (12 days)

4. Modalities of Selection

Evaluation of the proposals using the following criteria and corresponding scores:

Criteria	Maximum Score
Experience of the firm	50
Quality and responsiveness of the technical proposal	25
Financial Offer	25
Total	100