



Pacific Trade Invest
New Zealand

Call for Applications (Open Tender) Videography - She Inspires Project

1. Pacific Trade Invest New Zealand (PTI NZ) is seeking the services of professional videographers to film and highlight inspirational stories of up to 25 women across five (5) Pacific Islands Countries - Solomon Islands, PNG, Palau, RMI and Nauru.
2. PTI NZ is pleased to invite suitable service providers to submit technical and financial proposal to undertake this work, in accordance with the attached Terms of Reference (ToR).
3. PTI NZ will assess proposals based on 'best value for money' with an emphasis placed on quality and compliance in accordance with the requirements of the ToR. The elements that will guide PTI NZ in the selection process are specified in the ToR.
4. PTI NZ may award contracts to one or multiple service providers to conduct filming across the five (5) Pacific Islands Countries.
5. **Method of Submissions**
Submissions must be forwarded in PDF format to shivani.prasad@pacifictradeinvest.com. Indicate “Open tender: Videography - She Inspires Project” in the subject line of the email.
6. **Deadline for Submissions**
Submissions must be received by PTI NZ by 5:00pm NZ Time on Friday, 19 June 2026. Late or incomplete submissions will not be considered.
7. **Queries**
All queries should be addressed to: shivani.prasad@pacifictradeinvest.com by 5:00pm Thursday, 11 June 2026. Indicate “Open tender: Videography - She Inspires Project” in the subject line of the email.

Terms of Reference

Videography - She Inspires Project

Overview

This terms of reference (ToR) sets the broad parameters and guidelines for the development of videos for the *She Inspires* project.

Pacific Trade Invest (PTI) New Zealand invites applications from professional videographers to film and highlight inspirational stories of up to 25 women across five Pacific Islands Countries (PICs) - Solomon Islands, PNG, Palau, RMI and Nauru. PTI NZ may award contracts to one or multiple service providers to conduct filming across the five PICs.

Background

Women make up around half the population of PICs and are key contributors to the development of Pacific Island nations. Empowering Pacific women is a strategic investment for all PICs as it yields sustainable economic growth for the region. Despite facing persistent barriers such as limited access to finance, education and training, Pacific women entrepreneurs, leaders and employees alike, continue to demonstrate extraordinary resilience. Ongoing efforts to support women through education, financial inclusion, capacity-building programs and policy reforms is crucial to enhancing social wellbeing in Pacific communities and unlocking Pacific women's full potential to contribute to economic prosperity across the region. It is a fact that change is not going to occur automatically or quickly, especially in the Pacific. Collaboration and engagement of all stakeholders (such as governments, development agencies, business councils, education and financial institutions and the private sector) is required to support the change that Pacific women need and deserve.

PTI NZ being a key strategic stakeholder in the Pacific, aligns with thematic area six - Resource and Economic Development under the 2050 Strategy Implementation Plan which includes a focus on creating a conducive environment for women economic empowerment (inclusive of those; in the informal and unpaid care economy, with disabilities and in rural, remote and maritime areas). Pacific women are increasingly contributing to innovation and economic diversification in the region which is evident in their participation in almost all industries across the Pacific. However, their contributions are often invisible. PTI NZ's *She Inspires* project aims to profile and celebrate the journey of women who are standout in their fields of expertise and highlight their contributions to national economic development across the Blue Pacific.

Objectives

The objective of the project is to build on and highlight the stories of 25 impactful Pacific women from Solomon Islands, PNG, Palau, RMI and Nauru via high quality videos and promote their journey to inspire women and girls across the Pacific and the rest of the world. The women will be selected by PTI NZ in consultation with in-country women led and business organisations. The project will also highlight the diversity of sectors that our women in the Blue Pacific contribute to such as Maritime, Fisheries, Tourism, Technology, Construction, Engineering and Trade. PTI NZ will promote the videos in diverse media including PTI NZ social media channels, PTI website and Pacific broadcast media. The videos and interview content produced will become the sole property of PTI NZ and PTI NZ retains all rights.

Scope of the Services

The successful service provider(s) will be required to film, edit and finalise 25 high quality videos (3-4 mins long) profiling and highlighting inspirational stories of up to 25 women.

i) Pre-production

- Participate in pre-production planning meetings to understand project objectives and develop creative concepts for video content, considering filming locations, interview subjects, and visual storytelling techniques.
- Develop storyboard and scriptwriting, ensuring clarity, accuracy, and cultural sensitivity.
- Source and secure any necessary filming permits, logistics and local guides.

ii) Production

- Capture high-quality visuals and audio using professional-grade equipment, including cameras, lenses, lights, audio recording devices and licensed drones (where permitted).
- Conduct and film interviews with selected women on location (Solomon Islands, PNG, Palau, RMI and Nauru) and securing signed consent forms.
- Capture supporting footage, including cutaways, sounds, images and b-roll, as required.
- Manage filming schedules and collaborate with crew members (including local guides).

iii) Post-production

- Edit video footage to create engaging, creative and inspiring final videos.
- Integrate music/audio to enhance storytelling and subtitles/translations if needed.
- Ensure final videos meet industry standards for quality and technical specifications and aligns with PTI NZ branding guidelines and communications strategy.
- The videos must include text title at the beginning and PTI NZ logo and contact details at the end.

iv) Delivery

- Submit draft videos and allow for up to 2 rounds of review by PTI NZ.
- Deliver 25 inspiring high-quality videos (3-4 mins long) including B-roll.
- Final video files must be in 4K, 50 frames/second and Format 3840 pixels wide x 2160 pixels deep.
- Deliver videos (edited and raw format) via secure file transfer service.
- Submit final signed consent forms.

Timeframe and Deliverables

Milestones	Estimated Timelines
Call for Applications	29 May 2026 – 19 June 2026
Contract awarded	29 June 2026
Pre-production	10 July 2026
Production (Solomon Islands, PNG, Palau, RMI and Nauru)	13 July - 14 August 2026
Post-production	28 August 2026
Draft deliverables submission (25 videos)	28 August 2026
Final submission of final videos (25 videos)	11 September 2026

Oversight of the Project and Approach

The project oversight will be managed by the Special Projects Lead, reporting to the Trade Commissioner. The successful service provider(s) must be based in a member country of the Pacific Islands Forum¹.

Duration

The project will be completed by 11 September 2026, following submissions of the draft and final 25 videos.

¹ Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, the Marshall Islands, Nauru, New Caledonia, Niue, Palau, Papua New Guinea, Samoa, the Solomon Islands, Tonga, Tuvalu, Vanuatu, Australia and New Zealand.

Experience and Qualifications

The successful service provider should demonstrate the following required skills and capabilities:

- Proven experience in videography, editing and filmmaking.
- Experience in production of similar videos in the Pacific region.
- Excellent storytelling and visual communication skills.
- Ability and willingness to travel to locations specified in the ToR.
- Excellent communication, collaboration and time management skills.
- Have a licence to operate drones and other specialist equipment

Submission of Applications

Interested service provider(s) should submit a comprehensive proposal including the following:

- i) Capacity statement and current curriculum vitae.
- ii) Proposed methodology, workplan and approach to accomplish the objectives of this ToR including a detailed list of videography, audio, lighting and post-production equipment to be used.
- iii) Links to at least three (3) previous videography projects of similar scope and quality.
- iv) Two references - letters or contact details from previous or current clients for similar projects.
- v) Financial proposal - the fees quoted should be in New Zealand dollars and inclusive of all taxes. It must clearly indicate (where applicable); Full-day rate (8 hours) and Half-day rate (4 hours). Separate daily rates if applicable, for Videography, Video editing/post-production and travel days. All expenses must be factored in the daily rates as no additional cost will be accepted such as equipment rental or batteries etc.

Evaluation Criteria

PTI NZ will evaluate applications received based on 'best value of money' with an emphasis on quality and compliance with the requirements of this ToR.

Proposals will be evaluated as follows:

- (i) The evaluation of technical competency includes an assessment of the following:
 - understanding of TOR and expected outcomes
 - relevant experience and technical expertise of the firm and/or key personnel
 - quality and relevance of portfolio
 - effectiveness of proposed methodology, professional equipment and timeframes
- (ii) Evaluation of price competency and clarity of financial proposal (including hourly rates).

Reporting and Coordination

The successful service provider(s) shall report to the PTI NZ Special Projects Lead and provide regular updates on progress and any problems that may be encountered. The successful service provider shall agree to attend regular meetings with the Project Manager. The successful service provider(s) will be required to enter into a Consultancy Agreement with PTI NZ and comply with relevant PTI NZ policies.

Application Procedure

Interested parties are invited to submit their interest and proposals to Shivani Prasad: shivani.prasad@pacifictradeinvest.com by 5:00 pm NZ Time on Friday, 19 June 2026.

About Pacific Trade Invest New Zealand (PTI NZ)

Pacific Trade Invest is the Pacific's leading trade and investment promotion agency. PTI NZ is funded by New Zealand's Ministry of Foreign Affairs and Trade (MFAT) and is part of the Pacific Islands Forum Secretariat (PIFS) trade and investment network, with offices in Australia, China, Europe and New Zealand. PTI NZ facilitates commercial opportunities for export-ready and investment-ready businesses between the economies of 16 Pacific Island Countries and Territories and the rest of the world. PTI NZ improves the livelihoods of Pacific people by enabling decent work and sustainable economic growth in the Blue Pacific.