



ACCESS TO PLAY

TRANSFORMING LIVES THROUGH THE HEALING POWER OF CREATIVE PLAY

TERMS OF REFERENCE (ToR)

Provision of Media Consultancy and Event Decoration Services

Access to Creative Play Foundation (Fee-for-Service Unit)

Project Period: December 2025

Type of Contract: Independent Consultant / Corporate Vendor

Location: Abuja

1. Background

The Access to Creative Play Foundation (Access to Play) Fee-for-Service Unit is consulting for a partner in the provision of Event Management Services funded by a third-party donor. As part of the execution of this project, we are seeking to subcontract qualified service providers to deliver media consultancy and event decoration services for an event scheduled for December 2025.

2. Purpose of the Assignment

The purpose of this consultancy is to provide high-quality media support and creative event decoration services to ensure strong storytelling, visibility, branding, and event ambiance aligned with donor, partner, and Access to Play standards.

3. Scope of Work

A. Media Consultancy Services

1. Photography & Videography

- Capture high-quality photos and videos throughout the event(s), including candid, documentary, and posed shots.

- Ensure coverage of key project milestones, participants, partners, and beneficiaries.

2. Editing & Production

- Provide edited photos and short-form videos suitable for social media, donor reports, and website publication.
- Produce a 1-3 minute highlight video of the event(s), including captions, subtitles, and branding.

3. Social Media Content Development

- Draft short-form content for the partner's social media platforms (captions, reels, mini-posts).
- Provide guidance on the visibility and media strategy for the event month.

4. Branding & Donor Visibility

- Ensure all media output aligns with partner communication guidelines and donor branding requirements.

Deliverables

- Minimum 150 high-resolution edited photos per event
- 3 highlight videos per event
- 2-4 short social media clips (15-60 seconds each)
- Media visibility plan and content schedule for December 2025
- Raw footage and photos in organized folders

B. Event Decoration Services

1. Event Concept & Design

- Develop an event decoration concept reflecting the partner's values and project theme.
- Provide visual proposals (mood boards or sketches).

2. Setup & Dismantling

- Full decoration setup before the event and dismantling after the event.

- Coordinate with Access to Play and the partner's team on event flow and space design.

3. Materials & Elements Required

- Full venue decoration
- Thematic security-inspired decorative elements
- Seating arrangements and ambient décor
- Any additional agreed-upon items

4. Quality & Safety

- Ensure all materials used are safe, stable, and suitable for indoor/outdoor use.
- Maintain professionalism and punctuality at all stages of delivery.

Deliverables

- Approved event concept/design
- Full execution of event decoration setup
- Photo documentation of completed setup for reporting purposes

4. Duration of Assignment

The consultancy period will cover 3 days in December 2025, with exact event dates to be confirmed with the selected vendor. Consultants must also be available for planning meetings prior to the event(s).

5. Required Qualifications

A. Media Consultant/Vendor

- Minimum 3 years of experience in photography, videography, and media production.
- Demonstrated portfolio of similar work, preferably within nonprofit or development contexts.
- Ability to work under tight timelines.

- Strong understanding of brand visibility and storytelling.

B. Event Decoration Consultant/Vendor

- Minimum 2 years of experience in event decoration, stage design, or creative arts production.
- Evidence of previous event decoration assignments.
- Ability to provide and install high-quality decorative materials.
- Strong creativity and attention to detail.

6. Reporting and Coordination

Selected consultants will report to the designated focal person at the partner organization and collaborate closely with Access to Play's Fee-for-Service personnel. Regular check-ins and pre-event briefings will be required.

7. Ethical and Child Safeguarding Requirements

Access to Play is a registered partner with several UN agencies and works directly with women, children, and communities. All vendors must comply with Access to Play and UN safeguarding policies, including Protection from Sexual Exploitation and Abuse (PSEA).

8. Payment Terms

Payment will be made upon satisfactory delivery and approval of all outputs. A contract will detail the payment schedule (lump-sum or milestone-based). Consultants must provide valid invoices and banking details.

9. Application Requirements

Interested subcontractors should submit:

- Quotation
- Portfolio or samples of previous work
- Company profile or CV (for individuals)
- Valid business registration documents (for corporate vendors)

10. Submission Deadline

All applications must be submitted on or before 28 November 2025.

Email: hi@accesstoplay.org

Subject Line: *Application for Media Consultancy/Event Decoration - December 2025.*

Use below link to register for [Vendor's Registration](#)

<https://forms.gle/Ni6EYjirJU9drSB4A>