

Date: 6th October 2026

Request for Proposal

**Videography Services for
Leadership Programme – Cohort 2 (Meet 2 Kochi, Keralam)**

About Praja Foundation

Praja Foundation is a non-partisan organisation working towards accountable governance and democratic participation in India through data-driven research, citizen engagement, and capacity-building initiatives. Praja works with governments, elected representatives, civil society organisations, and youth to strengthen democratic governance and improve urban governance systems.

About the Leadership Programme

Praja Foundation's Leadership Programme brings together emerging urban leaders from across India through structured learning, peer exchange, and expert-led sessions to strengthen leadership capabilities and deepen understanding of urban governance and public policy.

Event Details

Programme: Leadership Programme – Cohort 2 (Meet 2)

Venue: Holiday Inn Hotel Kochi, Keralam

Dates: 30 October – 1 November 2026

Coverage Schedule

Date	Timing
30 October 2026	9:00 AM – 9:00 PM
31 October 2026	9:00 AM – 9:00 PM
1 November 2026	9:00 AM – 6:00 PM

Preference: Vendors based in Kochi or nearby locations will be preferred.

Scope of Work

The selected videographer shall be responsible for comprehensive coverage of the three-day programme, including:

Delhi Office Address

Praja Foundation
N-27, Mezzanine Floor, Munshi Lal Building, N Block Connaught
Place, Middle Circle, New Delhi, 110001
Tel: +91 9654366222

- Training sessions and workshops
- Expert talks and panel discussions
- Participant interactions and networking activities
- Group discussions and collaborative exercises
- Venue and programme atmosphere shots (B-roll)
- Interviews and testimonials of participants, speakers, and organisers
- Event highlights and candid moments
- Coverage of key programme activities throughout the event

The videographer should be available throughout the programme duration to capture both formal sessions and informal engagement activities that reflect the overall experience of the Leadership Programme.

Deliverables

1. Comprehensive videography coverage across all three programme days.
2. Three same-day edited reels (one reel per day) optimised for social media usage.
3. One event highlight video (2–3 minutes).
4. 15 - 20 participant, speaker, and stakeholder testimonial videos (Basic colour correction, audio balancing of footage).
5. All footage to be handed over to Praja Foundation after the event.
6. Edited videos delivered in high-resolution formats suitable for digital and social media platforms.

Equipment Requirements

The videographer should have access to professional-grade equipment, including:

- High-resolution professional camera(s)
- Wireless microphone/audio recording system
- Tripod and/or gimbal stabilisation equipment
- Basic lighting setup for interviews, if required
- Sufficient storage and backup equipment

Proposal Submission

Interested vendors are requested to submit:

- Detailed quotation on company letterhead.
- Portfolio and samples of previous work, preferably for conferences, workshops, leadership programmes, policy events, or similar professional gatherings.
- Details of equipment proposed for the assignment.
- Company profile (if available).
- Any additional value-added services offered.
- Deadline for the submission is 21st October, 2026

Submission Notes

- Preference will be given to vendors based in Kochi or nearby locations.
- All costs, including travel, accommodation, local transport, taxes, and any other applicable charges, should be clearly mentioned in the quotation.
- The quotation should remain valid for at least 30 days from the submission date.
- Praja Foundation reserves the right to accept or reject any proposal without assigning any reason.

Contact for Queries

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