
TERMS OF REFERENCE FOR REQUEST FOR QUOTATION- PHOTOGRAPHER FOR SOUL BUDDYZ ZONE MAGAZINE AND UNIT GUIDE – 2026

1. BACKGROUND

The Soul City Institute for Social Justice (SCI) is a feminist social justice organisation that focuses on advancing gender justice, sexual and reproductive health and rights (SRHR) and youth empowerment in South Africa. One of our longest-running and most impactful programmes is Soul Buddyz Clubs (SBCs)—peer-led, school-based clubs for children aged 8–14 years. Implemented in partnership with the Department of Basic Education and the Department of Health, SBCs promote leadership, body autonomy, health, safety and critical thinking in early adolescence.

Each year, SCI produces the Soul Buddyz Zone Magazine and Unit Guide—a learner-friendly and facilitator-supportive resource pack used across thousands of schools to drive the SBC curriculum. These resources are critical in translating comprehensive sexuality education (CSE) and social justice themes into relatable, engaging, age-appropriate materials.

2. PURPOSE

SCI seeks to appoint a commissioned photographer to accompany the programme and design teams on 2–3 site visits to Soul Buddyz Clubs in KwaZulu-Natal, Free State and Limpopo and to produce a series of high-quality photographs that will be featured in the 2026 Soul Buddyz Zone Magazine and Unit Guide.

The photos will be used in both print and digital formats and must capture real moments of club activity, interaction, leadership, creativity and learning.

3. SCOPE OF WORK

The selected photographer will be expected to:

- Participate in briefing sessions with SCI’s programme, communications and design teams.
- Join 2–3 site visits to Soul Buddyz Clubs in selected provinces alongside writers and designers.
- Capture dynamic, joyful, respectful images of Soul Buddyz Club members in action (with consent), including:
 - Group activities and workshops
 - Peer discussions
 - Facilitator-led sessions
 - Games and cultural activities
 - Environmental shots of schools and surroundings

- Curate and deliver a collection of at least 80 high-resolution, edited photos.
- Label and tag photos with basic metadata (e.g., province, activity, date).
- Ensure consent forms are completed (SCI will assist with obtaining permissions).

4. DELIVERABLES

This assignment will run from 1 August 2025 to 30 October 2025

Deliverable	Description	Timeline
Briefing Session	Participate in planning and briefing meetings with SCI and creative team	1 August 2025
Club Visits	Join 2-3 field visits with SCI team and content developers	15-20 August 2025
Photo Selection and Final Submission	Submit edited high-res photos for review via cloud folder	26 August 2025

5. REQUIRED COMPETENCIES

The successful service provider must demonstrate:

- Minimum five (5) years proven experience photographing children and/or youth in educational or community settings.
- Strong portfolio of documentary-style, candid and editorial photography.
- Ownership of professional photographic equipment (camera, lenses, lighting).
- Understanding of child protection, informed consent and ethical representation.
- Ability to work collaboratively and respectfully in diverse environments.
- Willingness to travel to rural and peri-urban locations across provinces.

6. OVERSIGHT AND COLLABORATION

The service provider will work under the supervision of Soul City’s SBC Programme and Communications teams and in collaboration with the writers of Soul Buddyz Zone Magazine & Unit Guide. Regular check-ins and iterative content development sessions will be scheduled. SCI will provide:

- Past editions of the Soul Buddyz Zone and Unit Guide.
- DBE CSE and Life Orientation curriculum documentation.
- Contact with schools, facilitators and clubs.

7. BUDGET & TRAVEL SUPPORT

- Travel, accommodation and subsistence for club visits will be **covered by SCI** (for up to three visits).
- Photographer must provide own equipment.
- Fee proposal must include time for editing, file transfer and usage licensing.
- The service provider must indicate a cost breakdown based on the deliverables and timeline above.
- The proposal should indicate whether VAT is included or not.

8. IMAGE USE & RIGHTS

- All photos taken during the assignment will become the property of SCI, with credit where applicable.
- The photographer may request use of selected images for portfolio purposes with prior approval.
- SCI will provide or coordinate consent forms for all identifiable individuals in images.
- Photographer must provide own equipment.
Fee proposal must include time for editing, file transfer and usage licensing

9. PROPOSAL REQUIREMENTS

Interested service providers should submit:

- A brief proposal (max 2 pages) outlining:
 - Understanding of the assignment
 - Proposed approach and availability
 - Equipment list
- A link to a photographic portfolio featuring at least 5 relevant projects
- A budget, indicating photography, editing and delivery fees
- At least two contactable references

Submit your proposal to: procurement@soulcity.org.za

By: **04 July 2025 at 16:00**

9. EVALUATION CRITERIA

Soul City Institute invites bids from qualified service providers. The evaluation process will be conducted in two phases:

- **Technical Evaluation (60%)**
- **Price and B-BBEE Evaluation (40%)**

Each bid will first be assessed on its technical merit, with a maximum achievable score of 60 points. **Only bidders who score 70% or more (i.e. at least 42 out of 60 points)** in the technical evaluation will proceed to the price and B-BBEE evaluation phase.

EVALUATION CRITERIA	WEIGHT
TECHNICAL EVALUATION	
Understanding of scope of work, Soul Buddyz, CSE and children	10
Provision of at least three (3) photography samples & portfolio showcasing quality	25
References" to "Two references, with at least one from a youth-focused project	10
5 years minimum demonstrated photography experience and experience photographing children and/or youth in educational or community settings.	15
TOTAL SCORE	60
PRICE & B-BBEE EVALUATION	
Budget management & cost-effective solutions	35
B-BBEE Level 1-4 compliance or black-women owned preferred (Level 1 Black Woman Owned - 5 points; Level 1- 4 points; Level 2 - 3 points; Level 3 - 2 points; Level 4 - 1 point)	5
TOTAL SCORE	40

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