



Invitation to Tender: Photography Services for the Equal Power Equal Voice (EPEV) Programme

1. Introduction

The Equal Power Equal Voice (EPEV) programme is a collaborative initiative aimed at increasing diversity in public and political life in Wales. Delivered through a partnership between Women's Equality Network (WEN) Wales, Stonewall Cymru, Disability Wales, and Ethnic Minorities & Youth Support Team (EYST) Wales, the programme offers mentoring, training, and peer support to individuals from underrepresented groups.

To document and promote the impact of our events and activities, we are seeking to appoint a photographer to capture high-quality images that reflect the spirit and diversity of the EPEV programme.

2. Scope of Services

The appointed photographer will be responsible for:

- **Event Coverage:** Photographing multiple EPEV events annually across Wales, including but not limited to:
 - Senedd visit (Cardiff)
 - Westminster day trip (London)
 - BBC visit (Cardiff)
 - Networking events (various locations in Wales)
 - Celebration event (Cardiff)
- **Photography Requirements:**
 - Capture candid and posed shots that highlight participant engagement and diversity.
 - Provide headshots for professional use.
 - Provide a mix of wide-angle and close-up images to showcase event settings and individual interactions.
 - Ensure images are well-lit, in focus, and of high resolution suitable for both print and digital use.
- **Post-Production:**
 - Edit and retouch images as necessary to ensure professional quality.

- Deliver a curated selection of images within 7 days post-event.
- Provide images in both high-resolution (for print) and web-optimised formats.
- **Usage Rights:**
 - Grant EPEV and its partner organisations full rights to use the images for promotional, educational, and reporting purposes across various media platforms.

3. Contract Duration

- **Term:** The contract will commence on 1st September 2026 and will run for 8 months, with the possibility of extension based on performance and programme needs.

4. Budget

- Please provide a detailed breakdown of costs per event, including:
 - Photography services
 - Travel and accommodation (if applicable)
 - Post-production and editing
 - Any additional expenses
- All prices should be inclusive of VAT.

5. Evaluation Criteria

Tenders will be evaluated based on the following criteria:

- **Experience and Portfolio**
 - **Preferred but not essential:** Demonstrated experience in event photography, particularly within community or public sector settings.
 - Quality and relevance of portfolio submitted.
- **Understanding of EPEV Objectives**
 - Ability to capture images that reflect the programme's focus on diversity and empowerment.
 - Sensitivity to the needs and representation of underrepresented groups.
- **Cost**
 - Value for money and clarity of pricing structure.
- **References**
 - Positive testimonials or references from someone who has seen your work.

6. Submission Requirements

Interested photographers should submit the following:

- **Cover Letter:** Outlining your interest and suitability for the role.
- **Portfolio:** Examples of previous work, preferably from similar events or programmes.
- **CV:** Highlighting relevant experience
- **Cost Breakdown:** Detailed pricing as outlined in Section 4.
- **References:** Contact details for at least two references.

7. Submission Deadline

- All submissions must be received by Sunday 25th August 2026 by 5pm.
- Please submit your application via email: admin@epeg.cymru

8. Contact Information

For any queries regarding this tender, please contact:

- **Name:** EPEV Team
- **Email:** admin@epeg.cymru

We are committed to equality, diversity and inclusion and welcome applications from underrepresented people. You don't need to meet **all** the criteria listed, we encourage you to apply if you feel this is the right opportunity for you.

Note: Please ensure that all submissions adhere to the guidelines and requirements specified in this tender document. Late or incomplete applications may not be considered.