



RFP Addendum

Videography: People and Forests

Date of Issuance: April 29, 2026

RFP Reference: Videography: People and Forests Documentary Short Film Series (10/04/2026)

Summary:

Following the submission of clarifying questions by potential RFP bidders within the question period ending Wednesday, April 22nd, 2026, this addendum publishes official responses to all anonymized queries to maintain fairness in the preparation of proposals.

In the first section below, Community Forests interprets the main themes of all questions to identify patterns and reiterate areas of the RFP that require the most clarification.

The second section provides a table of anonymized questions and direct responses to those questions.

We thank everyone who has expressed interest so far, for your effort to review and consider our RFP. We remind potential applicants that the submission due date is **May 8th, 2026** (17:00 Eastern Time) to jobs@forestinternational.org with the subject line: *People and Forests RFP [Applicant/Company Name]*

I. Proactive Guidance & RFP Reiterations

Based on the inquiries received, Community Forests provides the following additional guidance to ensure the highest quality of technical submissions:

Budget Transparency:

Several questions touched on budget assumptions. The \$105,000 CAD maximum covers all deliverables described in the RFP, including production, post-production, subtitling and translation, equipment, and contingency. The separate 5–10K distribution budget referenced in Section 3.4 is for the execution of a distribution plan and falls outside the scope of this RFP. Applicants should reflect this clearly in their budget narratives. Where precise cost estimates are not possible at proposal stage, clearly stated assumptions are acceptable.

Intellectual Property:

Questions related to intellectual property, raw footage ownership, and distribution fee models are acknowledged. Any deviation from the default IP terms set out in Section 9.3 of the RFP will be subject to individual negotiation with the successful applicant. Applicants wishing to propose alternative arrangements are allowed to do so in their application. Proposing changes to stated intellectual property, ownership, distribution, etc... do not constitute a commitment or guarantee that they will be accepted. This would be determined in the contract stage.

Production Logistics:

Community Forests will provide ground transportation on both Pemba Island and Unguja Island. Applicants are responsible for budgeting their own international travel, inter-island transport, accommodation, and per diems. The organization has bilingual (English/Swahili) staff but may have limited availability of those staff to support translation during key interviews and community interactions. Applicants must demonstrate their own language and interpretation capacity in their proposal.

Distribution Strategy:

The required distribution strategy document is within scope and must be submitted as part of the technical proposal. Applicants are encouraged to propose ambitious, realistic plans that go beyond the immediate networks of the two organizations. Any proposed distribution fee structures or success fee models will be considered during contract negotiations with the successful applicant but do not constitute any commitment on the part of Community Forests.

II. Anonymized Questions and Official Responses

Category	Question	Official Response
Logistics	When is the best time to come and film? We are imagining a particular month to film everything, all activities, sequences, characters, and goals, but this will be dependent on the chosen characters, when, where and what they will be doing.	There is no single best time, but there are larger or smaller windows of opportunity. Currently July and September are less busy months, but other scheduling options remain open and will depend on overlap between videographer and key organizational staff.
Logistics	Do you have any estimates of local food and accommodation costs per person, per day? Or should we base it on costs found online?	Accommodation and meals can be estimated comfortably at CAD \$150-\$200/day in Zanzibar and \$80/day in Pemba per person. Applicants should research seasonality and budget on actuals as accommodation varies quite a lot.
Style	Do you have a preference for the style of the documentary series?	Community Forests has no specific stylistic preference beyond what has already been described in the RFP. Films should not serve as organizational advertisements. Applicants are encouraged to bring their own creative vision.
Budget	Just wanted to clarify that the distribution budget of 5–10K is on top of and separate to the maximum budget of \$105,000 CAD?	Correct. The 5–10K distribution budget is for the execution of the distribution plan and is therefore separate from this RFP. It does not impact the Videography RFP budget of CAD \$105,000.
Distribution	Should our distribution strategy include reference to the National Geographic connection or other past film experiences of Community Forests?	Applicants may certainly reference past distribution successes including Community Forests' award-winning documentary <i>Kokota: The Islet of Hope</i> and its National Geographic broadcast adaptation as relevant context or precedent. However, Community Forests is looking for a well-considered and ambitious distribution plan appropriate to this new series.
Equipment	Does your organisation own a drone that can be used for the production?	Yes. Community Forests has access to a drone and it can be made available for the production. However, the organization does not employ a certified/skilled drone operator.
Scope	Is there value or possibility for underwater filming at the project sites?	Underwater filming is not an essential component of the documentary series and is entirely at the discretion of the filmmaker. There would be possibility to get this type of footage.
Intellectual Property	The RFP specifies a joint ownership model and a mandatory handover of all raw footage. Would CFI be open to a non-exclusive ownership arrangement	Community Forests would be open to discussing this in detail during contract negotiations, but cannot guarantee any specific outcome at this time. We would not

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	<p>where the NGO retains full rights to the finished films while the filmmaker retains non-exclusive rights to raw B-roll for archival and future licensing purposes?</p>	<p>provide any rights to footage of people or associated audio under any arrangement. Any agreement involving B-roll use would need to provide clear benefit to the organizations. Per Section 9.3 of the RFP, all image and film rights are owned jointly by Community Forests International and Community Forests Pemba. The successful applicant may retain the right to include completed films in their portfolio and to enter them in film festivals with prior written approval from Community Forests. No footage, images, or interview content may be used for any purpose other than this project without explicit written authorization.</p>
<p>Post-Production</p>	<p>Will CFI be providing time-coded English transcripts for all raw Swahili interviews prior to post-production, or must the cost of specialized translation services for raw material be absorbed within the \$105,000 budget?</p>	<p>Community Forests will not be providing time-coded English transcripts for raw footage. The cost of translation of raw interview material must be budgeted within the \$105,000 CAD maximum. Additionally, there will be a secondary review process to ensure the accuracy and quality of final translations once edits are locked. Applicants should budget for this review process as well. Community Forests staff with bilingual (English/Swahili) capacity will be available to support in this final stage and available to provide nuanced interpretation or clarification during key interviews and community interactions.</p>
<p>Distribution</p>	<p>If the production is intended for a high-level festival run and international distribution, would Community Forests be open to a supplemental 'Distribution/Festival Success Fee' arrangement where the production team receives a fee or percentage of a license deal in exchange for securing festival placements or broadcaster acquisitions?</p>	<p>The committee is open to considering the proposed model and other distribution fee structures. Applicants wishing to propose such an arrangement are encouraged to describe it within the distribution strategy section of their proposal. It should be noted clearly that the consideration of any proposed distribution strategy or fee structure does not constitute a commitment or guarantee that it will be accepted. All contractual terms, including any performance-based fees, will be subject to negotiation with the successful applicant and must comply with the terms and conditions outlined in Section 9 of the RFP. Community Forests reserves the right to reject any proposed terms that are not in the interests of the project or the participating organizations.</p>