

**TERMS OF REFERENCE**

# **Production of audiovisual reports for the Luxembourg Award for Inclusive Finance 2026**

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## I. Background information

### *1.1. About the Inclusive Finance Network Luxembourg Asbl*

Inclusive Finance Network Luxembourg Asbl (InFiNe) is the Luxembourg platform bringing together private, public and civil society players active in inclusive finance. The network promotes a vision of society with universal access to quality, responsible financial services.

InFiNe's mission is to use the expertise present in Luxembourg to strengthen inclusive finance. It also aims to make inclusive finance a tool for empowering people. InFiNe's objectives are to strengthen the Grand Duchy's position as a center of excellence in inclusive finance, to disseminate knowledge and know-how in the sector and to establish synergies.

### *1.2. The Luxembourg Award for Inclusive Finance*

Convinced that financial inclusion is an important tool for poverty alleviation, the Luxembourg Ministry of Foreign and European Affairs (MFA) - Directorate for Development Cooperation and Humanitarian Affairs - launched the European Microfinance Award in 2005, now renamed the Luxembourg Award for Inclusive Finance (LAIF) to promote financial inclusion initiatives and highlight their innovating contribution in a particular area, to the development of the sector.

The LAIF is jointly awarded every year by e-MFP, InFiNe and the Luxembourg Ministry of Foreign and European Affairs, Defence, Development Cooperation and Foreign Trade in recognition of an institution working in a least developed country, a low-income country or a middle-income country as defined by the Development Assistance Committee (DAC) for recipients of development aid (ODA).

The LAIF covers a specific theme each year.

The LAIF is awarded following a rigorous three-stage selection procedure:

1. A pre-selection phase, during which each application is reviewed based on eligibility criteria and financial and social performance;
2. A selection phase during which the shortlisted applications are evaluated by a Selection Committee, which chooses the 3 finalists (end of September);
3. A final phase during which a High Jury chooses the winner from among the three finalists (close to the ceremony on November 12, 2026).

The winner is announced during the Luxembourg Award for Inclusive Finance ceremony in Luxembourg.

### *1.3. Luxembourg Award for Inclusive Finance 2026 “Unlocking Youth-Inclusive Finance”*

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On November 12, 2026, InFiNe will organize the LAIF 2026 Award Ceremony with the support of the MFA.

This year's theme "**Unlocking Youth-Inclusive Finance**" **highlights** organisations working in financial inclusion that support young people as they navigate key life stages, helping them build skills and access opportunities needed to shape a prosperous future.

By focusing on youth financial inclusion, this edition reflects a rapidly emerging dynamic within the sector. Around the world, a new generation is gaining access to financial services through evolving technologies, practices and business models. The Award seeks to spotlight initiatives supporting this transformation and opening new pathways toward more accessible, responsible and forward-looking finance.

During the ceremony, the three (3) finalists and their projects will each be presented through one (1) audiovisual report of maximum 3 minutes. These reports will contextualise and present the finalist organisations and competing programmes, highlighting their challenges, solutions and lessons learned through immersive storytelling.

#### *1.4. Celebrating 20 Years of the Award (Exhibition)*

As part of the 20th anniversary of the Award, a dedicated physical exhibition will be organised within the venue hosting the ceremony.

Through a visitor journey, the exhibition will retrace the 20-year history of the Award, highlighting key milestones, landmark editions, former finalists, winners, and the evolution of the inclusive finance sector over the past two decades.

The exhibition will combine visual storytelling, archival materials, photographs, video extracts, interviews, testimonials, inside stories and historical content from previous editions of the Award.

A final dedicated section of the exhibition will focus on the three finalists of the 2026 edition. This final immersive experience will showcase the universe, impact of each finalist project.

Candidates/agencies may therefore also propose, if they wish, a dedicated immersive concept or interactive experience specifically designed for this final section featuring the three finalists.

In addition, candidates/agencies will also be responsible for producing between three (3) and five (5) remote interview videos featuring former finalists and winners of the Award. Existing archives and historical content will be made available to support the development of these video interviews.

#### *1.5. Documentation*

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The following documentation will help you understand the concept and provide you with more information about the LAIF:

LAIF website: <https://www.inclusivefinanceaward.lu/>

To watch the videos of previous editions of the LAIF, Youtube and LinkedIn posts by InFiNe:

- Youtube channel: [https://youtube.com/@infinelu?si=HAKyaZWX\\_Xxj7spw](https://youtube.com/@infinelu?si=HAKyaZWX_Xxj7spw)
- LinkedIn: <https://www.linkedin.com/company/inclusive-finance-network-luxembourg>
  - [Example 1](#)
  - [Example 2](#)
  - [Example 3](#)

## II. Production of audiovisual reports presenting the three (3) finalists for the Luxembourg Award for Inclusive Finance 2026 and the 20th Anniversary Exhibition

### *II.1. Objectives and results*

The aim of this assignment is to produce reports to present the three finalists of the Luxembourg Award for Inclusive Finance 2026, by:

**One (1) “ceremony” video report in English and French** on each of the three finalists of the Luxembourg Award for Inclusive Finance 2026, (i.e. 3 videos in FR and 3 videos in EN). Each report will have a maximum duration of 3 minutes and will be broadcast during the ceremony and 2 weeks before the ceremony, during the High Jury meeting. The main aim of these reports will be to present the projects of the three finalists and to show their defining features, such as challenges, solutions, and lessons learned (immersion in the context of the project in question).

To announce and promote the ceremony, **one (1) 30-second teaser “trailer” video per finalist** will be broadcast on social networks prior to the ceremony, for a total of 3 videos. These videos will help promote the Award, while conveying information (background, project, etc.) about each finalist, without revealing everything.

In addition, **six (6) “Inside story” portrait videos of 30 to 60 seconds maximum**, in social network format, will individually present a project feature, context, customer, microfinance agent, technology, etc. These videos will illustrate different concrete aspects of inclusive finance and will be used to promote inclusive finance.

Lastly, as part of the 20th anniversary of the Award, a physical exhibition will be organised within the venue hosting the ceremony. **An immersive experience or creative concept shall be proposed in order to showcase the three finalist organisations and their respective projects.**

All content (photographs, videos, archives, interviews, testimonials, etc.) may be integrated into this exhibition and made accessible notably through QR codes.

Between **three (3) and five (5) short remote interview videos (“remotely”) featuring former finalists and Award winners, with a maximum duration of 45 seconds each**, shall also be produced for the exhibition. Existing archives will be made available to support the creation of this content.

Please note that:

- If the projects take place in high-risk security zones, no production team will be sent to these regions, and it will be up to the Provider to find a way of delivering the audiovisual report.
- The identity and geographical location of the three finalists will be known at the end of September 2026, following the selection process carried out by e-MFP and InFiNe.

Preference will be given to candidatures offering local teams to shoot the images.

The main target audience for the reports is the audience at the Luxembourg Award for Inclusive Finance 2026 ceremony, i.e. European microfinance players, microfinance practitioners, representatives from developing countries, politicians, members of the Luxembourg financial community, civil society representatives and diplomatic representatives.

The “ceremony” reports will be broadcast for the first time during the High Jury meeting, at the Award ceremony, and will then also be broadcast on the Luxembourg Award for Inclusive Finance website (<https://www.inclusivefinanceaward.lu/>), as well as on InFiNe's Youtube channel.

The ceremony will be held in English and in person.

## *II.2. Tasks*

Based on the elements provided by InFiNe and in close collaboration with the organisation, the Service Provider designs, produces and executes the reports and, more specifically, provides the following services:

- Script design and writing (FR-EN)
- Writing the voice-over commentary (FR-EN) - if applicable
- Voice-overs by native speakers
- English subtitles for the EN version
- French subtitling for the FR version
- Direction of the production
- Preparation
- Supply of technical crews, premises, equipment, products, sets and accessories required to perform these services
- Filming, editing, sound (FR-EN), mixing
- In the case of use of one or more pre-existing musical or other works, authorization from each of the rights holders is required

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[Terms of Reference: Production of audiovisual reports for the Luxembourg Award for Inclusive Finance \(LAIF\) 2026](#)

- Post-production
- Supply of 3 x 1 “ceremony” reports, in English, in HD 16:9 format compatible with broadcast during the ceremony
- Supply of the same 3 x 1 “ceremony” reports in French and English, in HD format compatible with web streaming
- Supply of 15 photos / project in HD to be sent during filming
- Supply of 3 x 1 teaser video “Trailer” of 30 seconds maximum for web distribution, to be sent 3 weeks before the ceremony
- Supply of 3 x 2 “Inside Story” portrait videos of 60 seconds maximum for social networks (individually presenting a feature of the project, the context, a customer, a microfinance agent, a technology, etc.) to be sent 1 week after the ceremony
- Supply of 3 to 5 short remote interview videos (maximum 45 seconds each) featuring former finalists and Award winners
- Supply of a proposal for an immersive experience or creative concept for the final section of the exhibition dedicated to the three finalists
- Transfer of rights for transmission, reproduction (even partial) and broadcasting
- Delivery of rushes and reports on DVD/hard disk
- Delivery of the oral content (dialogues and voice-overs) of the videos on a Word document (by one week before the ceremony)

The definition of the testimonials to be used will be done in collaboration with InFiNe, who will also have to approve the script beforehand. Particular attention must be paid to the journalistic quality of the document. The form of the reports should be different from one another, to give the ceremony a certain rhythm. The graphic charter of the Luxembourg Award for Inclusive Finance will be respected.

The Service Provider undertakes to select experienced professionals and will provide the diligence, resources and skills required to produce an audiovisual work that complies with the quality standards in use in the profession.

### *II.3. Deliverables and reports*

The Service Provider will propose a methodology, a script (or brief storyboard) and a schedule of activities, which will be specified at an initial preparatory meeting.

He will also present all documents detailing the execution of the missions, and will provide intermediate validations for the different stages of the project.

Task	Content	Deadline
Preparatory meeting, filming in the three finalist countries		Preparatory meeting: as soon as the 3 finalist countries have been identified (end of September) Filming on the field (Sept. 22 - to be confirmed - to Oct. 20)
Preparatory meeting (experience) for the final section of the exhibition dedicated to the three (3) finalists		No later than 21 September
3 to 5 “Past Winners” video capsules (maximum 45 seconds per video) for the exhibition.	Presentation and delivery of the 3 to 5 “Past Winners” video capsules.	No later than 21 September
15 photos HD / finalist	Delivery of 15 photos per finalist to illustrate the theme and the competing projects	During the filming on-site
3 x 1 teaser trailer (max 30 seconds/video) for social networks and the website	Presentation of the 3 x 1 teaser “Trailer” and delivery at once	No later than 20 October
Pre-editing of 3 x 1 “ceremony” reports	Presentation of the pre-editing of the 3 x 1 “ceremony” reports for approval	No later than 20 October
Final editing of 3 x 1 “ceremony” reports (max 3 minutes/video)	Delivery of the final cut of the 3 x 1 “ceremony” reports for broadcast at the ceremony and for webcasting	No later than 23 October

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Oral content for 3 x 1 “ceremony” reports	Transcription of the soundtrack (interviews and voice-overs) of the 3 x 1 “ceremony” reports in a Word document	No later than 23 October
Pre-editing of 6 “Inside story” portraits for social networks (between 30 and 60 seconds/video)	Presentation of the pre-editing of the 6 “Inside story” video portraits for social networks	No later than 16 November
Final editing of 6 “Inside story” portraits for social networks (between 30 and 60 seconds/video)	Presentation of the final cut of the 6 “Inside story” video portraits for social networks	No later than 20 November

#### *II.4. Expert(s) profile(s)*

The proposed experts are bilingual French/English.

##### II.4.1. Director

- Is responsible for carrying out the tasks described above,
- Has solid journalistic skills and is familiar with the subject matter,
- Demonstrates communication skills (active listening, tact, diplomacy, empathy, persuasion, negotiation...),
- Demonstrates personal skills, including: analytical skills, effective time management, knowledge of local customs, flexibility and solution-focus, etc.,
- Strong network of local professional contacts,
- Similar project experience in developing countries is highly desirable.

##### II.4.2. Cameraman

- Is involved right from the start of the project: script analysis, location scouting, choice of equipment and camera angles,
- His/her interpersonal skills are important in building trust with the people he/she films (knowledge of local customs, etc.),
- Similar experience on projects in developing countries is highly desirable.

#### *II.5. Budget*

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The budget, including all-inclusive prices and travel and accommodation expenses, is **between EUR 30,000 and a maximum of EUR 50,000 including VAT.**

As the filming locations are not yet known, the Service Provider is asked to **provide an estimate** of travel and accommodation expenses.

Filming by a local crew will be preferred.

Travel and accommodation costs include:

- return economy-class flights by the most direct route possible between the expert's place of residence and the contract venue (including travel costs from the place of residence to the airport) (internal flights if local teams),
- per diems (including accommodation and meals on site),
- visa fees,
- transportation, rental vehicles,
- any vaccinations,
- and translation costs at the filming location.

Per diems (accommodation and meals) will be subject to an amendment, as they depend on the destination. Per diems are calculated for a maximum of 5 shooting days for two people (cameraman and director/journalist).

Travel expenses will be reimbursed on the basis of actual costs incurred, with supporting documents (invoices and boarding passes).

Reimbursement of travel and accommodation expenses will be limited to the amounts specified in the Price Schedule and is not subject to VAT.

## *II.6. Timetable/Payment terms*

<b>Payment</b>	<b>Deadline</b>	<b>Amount</b>
Interim payment	Preparatory meeting + filming in the three (3) finalist countries (filming has taken place): on request for payment with invoice after delivery of pre-edit.	Payment I: 40% of the total lump-sum price (price list)
Final payment	Payment of the balance of the contract: after presentation of the final editing of the three (3) “ceremony” reports, after approval by InFiNe and receipt of deliverables.	Payment II: balance of lump-sum contract price (according to price schedule)

Reimbursement of travel and accommodation expenses (including per diems)	Reimbursement once all contractual obligations have been fulfilled: on the basis of a separate global invoice with copies of receipts for travel expenses. Per diems will be the subject of an amendment to the contract.	Reimbursement of travel and accommodation expenses up to the ceiling stipulated in the estimate of travel and accommodation expenses (price list).
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### *II.7. Documents to be provided*

1. A dated and signed letter stating the total amount of the offer excluding VAT and including VAT.
2. A brief script/story board of the 3 reports
3. A first draft or concept note for creative proposal aimed at making the final section of the exhibition (dedicated to the three finalists) more immersive.
4. CVs of proposed experts.
5. The information sheet concerning the contact person in charge of the offer, completed and signed (see Documents to be completed).
6. Detailed price list completed and signed (See **Documents to be completed**).
7. Examples of completed work (e.g. links to completed work).

**These documents must be returned by June 26, 2026, by post or email:**

#### **Irene Pancheri**

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contact@infine.lu

### *II.8. Evaluation criteria*

<b>Evaluation Criteria</b>	<b>Maximum Points</b>	<b>Obtained Points</b>
Quality of the methodological note, outline of scenarios, timetable of activities and skills of the proposed experts.	50	
Proposed Budget	50	
<b>Total Points</b>	<b>100</b>	

### III. Documents to be completed and returned by June 26, 2026 at the latest

#### III.1. Service Provider – Information

To tick:

Individual provider

Company

Surname	
Name	
Role	
Company	
Full Address <sup>1</sup>	
Phone number <i>(incl. country code)</i>	
Email address	
VAT number <i>(if applicable)</i>	
R.C.S number <i>(for companies)</i>	
Bank details	Name of beneficiary: ..... Bank name: ..... IBAN: ..... SWIFT/BIC: ..... Bank adress: .....

Signed at ....., on ....., 2026.

**Name:** ..... **Signature:**

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### III.2. Detailed price list (lump-sum contract with performance obligation)

I – Production of audiovisual reports on the finalists of the <b>Luxembourg Award for Inclusive Finance 2026</b>		
TOTAL (EUR excl. VAT)	Filming	
	Pre-editing	
	Final editing	
TOTAL (EUR incl. VAT) <i>(if applicable)</i>		
<p>NOTE 1: The lump-sum prices quoted above cover all fees, insurance costs for filming equipment, reproduction, secretarial and crew costs, margin (for contractor's overheads, profits and support structures) and other expenses related to the preparation, production and submission of reports and documents under the contract.</p> <p>NOTE 2: It should be noted that if projects take place in high-risk security areas, no implementation teams will be sent to these regions. It will be up to the Service Provider to find a way to deliver the audiovisual reports.</p>		
II – Budget for travel and accommodation		
TOTAL (EUR incl. VAT)		

NOTE 1: Travel and accommodation costs include round-trip flights, per diems, visas, transport, any rental vehicles, any local translation costs and vaccinations. These travel expenses will be reimbursed up to the actual costs incurred, against receipts (invoices and boarding passes), and are not subject to VAT. As the filming locations are not yet known, per diems (accommodation and catering costs on location) will be the subject of an amendment. Per diems are calculated for a maximum of 5 shooting days per destination for two people (cameraman and director). Payment of travel and accommodation expenses will be made within the limits of the amounts specified in the Price Schedule.

NOTE 2: Air travel must be economy class and take the most direct route possible between the Service Provider's place of residence and the location where the contract is to be performed (including travel costs from the place of residence to the airport).

Signed at ....., on ....., 2026.

**Name:** ..... **Signature:**