

# Terms of reference



Empowered lives.  
Resilient nations.

## I. Position Information

**Title:** Photographer for UNDP Projects

**Department/Unit:** Communication Unit

**Reports to:** Communication Analyst

**Duty Station:** Jakarta

**Expected Places of Travel (if applicable):** Sumatera, Java, NTT, Papua and West Papua

**Duration of Assignment:** 260 days maximum

### REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	4 CONFIRMATION OF CATEGORY OF CONSULTANT , please select : (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor
<input checked="" type="checkbox"/>	APPROVED e-requisition

### REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed Financial proposal and Technical proposal ( if applicable )

#### **Need for presence of IC consultant in office:**

X ☐ partial (explain) – the Consultant is expected to travel to UNDP projects, for example in Sumatera, Java, NTT, Papua and West Papua, to take photographs of UNDP projects from a human interest angle. Before the assignment, the Consultant has to meet with the Communication Analyst for an in-depth discussion on the "human interest" theme of the photographs.

Should it be deemed necessary by UNDP, the Consultant will travel together with a professional writer recruited by UNDP. The writer might use several of the photographs to strengthen the story line.

☐ intermittent (explain)

☐ full time/office based (needs justification from the Requesting Unit)

#### **Provision of Support Services:**

Office space: ☐ Yes ☒ No

Equipment (laptop etc): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: < Enter name >

Signature of the Budget Owner: *Suryo Utomo Tomi*

## II. Background Information

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 177 countries, working with them on their own solutions to global and national development challenges.

In Indonesia, UNDP works to advance human development, fight poverty and inequality, consolidate democratic governance at both national and local levels, support crisis prevention and recovery, and promote environmentally smart development. UNDP is also fully engaged in the fight against HIV and AIDS and the promotion of gender equality.

UNDP works in the following priority areas:

- Poverty Reduction and the Millennium Development Goals
- Democratic Governance
- Environment and Energy
- Crisis Prevention and Recovery
- Cross-cutting initiatives including Gender, HIV/AIDS, Information and Communication Technology (ITC) for development

To show UNDP's substantial impact and raise awareness and understanding of UNDP's results in Indonesia, the Country Office is planning to have a compilation of photographs from its project locations, to be published on line on UN/UNDP Indonesia website and in printing format.

## III. Objectives of assignments

The Consultant will travel to UNDP project sites and submit human interest photographs from each project with the following criteria:

- a. the photographs must have/show human interests essence
- b. the photographs must have captions in English, location and date
- c. the photographs must be in high resolution TIF format (300 dpi or minimum 60MB per photo) that fit for large printing, e.g. poster size (50x60cm) or bigger. The Consultant must also submit the "raw file" of each selected photograph.
- d. the photographs can be viewed individually or in a series.
- e. UNDP will select 20 photographs from each project location; the Consultant should submit a minimum of 50 photographs to be selected by UNDP

Sample of photographs can be viewed here:

<http://www.id.undp.org/content/indonesia/en/home/ourwork/povertyreduction/overview/>

The photographs should reflect UNDP activities in the area, showing impact to livelihood, benefits of UNDP's technical expertise, economic growth of the local community, legal awareness, local culture and wisdom, and other matters related to the UNDP projects.

#### IV. Scope of work

The Consultant will start with an in-depth interview with the Communication Analyst on the theme of the photographs/photo series for each project trip.

The Consultant is expected to submit proposed itinerary/schedule/travel plan for each trip. UNDP will approve the travel plan prior to the trip.

Based on the approved travel plan, UNDP will arrange and provide:

- Return economy class tickets – original boarding passes must be submitted to UNDP after the trip is completed.
- Per diem allowance
- Allowance for transport to/from airports

After the trip is completed, the Consultant must submit to UNDP for reimbursement:

- Tickets/receipts for ground transportation, e.g. rental car, bus, train, if needed
- Receipts for internet services, if needed
- Receipts for other expenses related to the work, if needed

UNDP will not reimburse any expense without original receipt(s). UNDP does not reimburse personal or other expenses that do not support the operation of the work.

##### Sample: Proposed itinerary to Lampung:

1 August 2014 depart from Jakarta to Lampung by air  
1 August 2014 overnight in Lampung  
2 August 2014 depart from Lampung to district (kabupaten) by rental car  
2 August 2014 return to Lampung from district (kabupaten) by rental car  
2 August 2014 overnight in Lampung  
3 August 2014 depart from Lampung to Jakarta by air

On the field, the Consultant shall liaise with the Project Manager(s) and local officer/associate, or to interview relevant sources, if necessary. For example, former UNDP and/or local government staff. If needed, UNDP will assist in facilitating/arranging the interview.

#### V. Expected Results

The photographs are expected to show the impact of UNDP projects in Indonesia. The high quality images will show benefits to community that enhance the role of UNDP as a strong development partner of the government and people of Indonesia.

Deliverable	Target	Review and Approval
Submission of working agenda, interview framework (if required), photo theme, proposed travel itinerary and estimated travel cost.  (20% of daily fee + per diem	two working days after confirmed project visit.	Communication Analyst

allowance + allowance for transport to/from airports (see: IV. Scope of Work).		
<p>Submission of 50 photographs in high resolution TIF format, minimum 300dpi or 60MB per photo and <u>draft captions</u> in English. UNDP will select 20 photographs and review the captions.</p> <p>Photo captions must contain the name of the beneficiaries (if any) and describe the activities, with date and location.</p> <p>The Consultant must submit original boarding passes and receipts of expenses.</p> <p>(30% of daily fee + reimbursement for ground transportation, internet services, and other work related expenses (see: IV. Scope of Work).</p>	five working days after trip is completed.	Communication Analyst
<p>Submission of the selected photographs in high resolution TIF format minimum 300dpi or 60MB per photo and its "raw file" and the final and <u>approved photo captions</u>.</p> <p>Photo captions must contain the name of the beneficiaries (if any) and describe the activities, with date and location.</p> <p>(50% of daily fee).</p>	three working days after UNDP confirmed the selected photographs.	Communication Analyst
<p>Upon submission of the selected photographs to UNDP Indonesia, the Consultant <u>agrees to surrender her/his copyright</u> to publish, print and disburse the photographs in any format (on line version including UN/UNDP websites, social media like Twitter, Facebook, Instagram and others; printed version like Annual Report, coffee table book, flyers, brochures, posters, and others; multi-media version like television, YouTube and others) to UNDP Indonesia in accordance with UNDP rules and regulations. The photographer's name, however, will be mentioned.</p>		

## VI. Qualifications

I. Academic Qualification: minimum Bachelor's Degree (S1) in Social Sciences.

II. Years of Experience: minimum of ten years of journalism photography particularly from human interest angle. The Consultant shall provide a link of his/her photographs (and captions) that can be easily viewed by UNDP, for example: link to Dropbox.

III. Competencies:

- ✓ Proven ability to conceptualize ideas
- ✓ Must be fluent in Bahasa Indonesia and understand Indonesia's culture
- ✓ Ability to easily adapt her/himself to all level of societies including grass root communities
- ✓ Ability to work independently as well as in a team
- ✓ Ability to organize work efficiently under a tight deadline
- ✓ Mature, tactful, has strong initiative

IV. Others: The Consultant must have legal and proper travel documents (passport/ID, visa, working permit, and permission from the Police to visit particular area should a Police Permit is required) before departing to UNDP project sites. The Consultant must submit copy of the documents to UNDP together with his/her proposal and show the originals before signing the contract. If the Consultant encounter problem with the local police due to lack of proper documentation or misconduct, UNDP shall not be held responsible for the action.