

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** LTA – Photographer for EU-UNDP SUSTAIN (1 position)

**Project Name:** Support to the Justice Sector Reform in Indonesia (SUSTAIN) Project

**Reports to:** Communications Analyst and Project Operation Manager/Project Manager

**Duty Station:** Home Based

**Expected Places of Travel (if applicable):** TBD

**Duration of Assignment:** 250 working days within 1 year (November 2016 – October 2017)

## REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
4	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :</b>
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	<b>(4) <u>Senior Specialist</u></b>
	(5) Expert/ Advisor
	<b>CATEGORY OF INTERNATIONAL CONSULTANT , please select :</b>
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

X	CV
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal

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

☐ partial (explain)

X intermittent (regularly coordination with UNDP on request basis)

☐ full time/office based

### Provision of Support Services:

Office space: ☐ Yes XNo

Equipment (laptop etc): ☐ Yes XNo

Secretarial Services ☐ Yes XNo

## I. BACKGROUND

EU-UNDP SUSTAIN (European Union-United Nations Development Programme Support for Reform of the Justice Sector in Indonesia) is a 5 year project with the overall objective of enhancing public trust in the judicial system through support to the Government of Indonesia in strengthening the rule of law. In order to enhance the public trust, the project will also focus in communicating clearly and eloquently to the people of Indonesia through multiple channels.

The programme itself will accordingly provide technical support to the Supreme Court with the aim of achieving strategic results that directly linked to the Blueprints for reform of the Supreme Court. More specifically, SUSTAIN will focus on four sectors: internal and external oversight of the judiciary, enhanced skills and knowledge of judges and court staff, improved human resource organization and management policies and enhanced case management system designed to increase transparency, quality of case data and decisions and timeliness of case handling.

As communicating the project's achievements and activities, along with its reform content is of high importance, it is necessary that the communications materials be made as simple as possible and easy-to-understand.

To achieve this goal, the project will benefit from a series of visually attractive materials such as infographics, web content, video content, etc. The project needs a photographer with the necessary experience in taking essay-style human feature photos to enrich the project's communications materials.

### **Note on Long Term Agreement (LTA):**

*UNDP Indonesia shall enter into an on-exclusive long term agreement (LTA) with the selected consultant(s) and shall provide specific deliverables and time frames for each task, as and when required. Prospective individuals are requested to take note of the following:*

- *Long Term Agreement is a mutual arrangement between UNDP and an individual to provide the required services at prescribed prices or provisions over a period of 12-24 months, with potential extension of one year. UNDP reserves the right to rescind the agreement during that period should performance of the consultant not meet its requirements*

*Under a Long Term Agreement, UNDP does not warrant that any quantity of services shall be purchased during the term of this agreement. Where a request for services arises, UNDP shall directly contract the consultant based on its need to carry out those activities. A specific Term of Reference (TOR) outlining the outputs for each assignment shall be provided and an Individual Contract (former SSA) would be issued to the consultant, detailing the time frame*

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work

1. Take visually engaging pictures with emphasis on the human features (essay-style photos)
2. Edit the necessary photos as required
3. Communicate/coordinate with SUSTAIN Project on pictures/photos that will be or have been shot/taken

### Activities

Photo hunting in areas/locations that are required

### Deliverables

Submission of edited photographs

### **Expected Outputs and deliverables**

<b>Deliverables/ Outputs</b>	<b>Estimated number of working days</b>	<b>Completion deadline</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1. During <b>Event</b> : Submission of minimum 100 photographs in JPEG or TIFF high resolution format. UNDP holds the copyright to all photos	Max 10 working days	As requested	Communications Analyst
2. During <b>Travel Photo Hunting</b> : 2.1. Submission of photo hunting plan based on an itinerary set up by the communications analyst (any travel expenses will be covered by SUSTAIN Project/UNDP). 2.2. Submission of minimum 100 photos in TIFF or JPEG with high resolution format, photo caption consisting of minimum to sentences of explanation. UNDP holds all copyrights of photos	Max 10 working days	As requested	Communications Analyst

### III. WORKING ARRANGEMENTS

#### **Institutional Arrangement**

- a) The consultant will work closely with the Communications Analyst for EU-UNDP SUSTAIN
- b) The consultant is expected to liaise/interact/collaborate with other EU-UNDP SUSTAIN team members as required and as necessary to ensure consistency of content quality
- c) The consultant is required to use his/her own photography equipment and any necessary applications

#### **Duration of the Work**

250 working days within 1 year (November 2016 – October 2017)

#### **Duty Station**

Home Based, a regular coordination with EU-UNDP SUSTAIN is required through conference calls and face-to-face meetings.

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

Minimum a Bachelor degree in art, photojournalism, or any major supported by required experiences mentioned below

#### II. Required Experience:

- Minimum of 6 years of experience as photographer, experience in photo-journalism at some point during the working experience is a must
- Experience working in the development sector
- Proven ability to take visually engaging pictures with human features in an essay-style format

#### III. Competencies and special skills requirement:

- Proven ability to use professional photography equipment
- Proven ability to do photo editing
- A hard worker
- Resilient in conducting photo hunt in a diverse areas of work
- Ability to work under tight deadline
- Possess a proactive approach in working with the team

## V. EVALUATION METHOD AND CRITERIA

### Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight; 70%

\* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>		100
<ul style="list-style-type: none"> <li>Criteria A: qualification requirements as per TOR:</li> </ul>	45%	<b>45</b>
<u>I. Academic Qualifications:</u> Minimum a Bachelor degree in art, photojournalism, or any major supported by required experiences mentioned below		10
<u>II. Required experience:</u> <ul style="list-style-type: none"> <li>Minimum of 6 years of experience as photographer</li> <li>Experience working in the development sector</li> <li>Background in photography (degree, courses, certificate, etc)</li> </ul>		15
<u>III. Competencies and special skills requirement:</u> <ul style="list-style-type: none"> <li>Resilient in conducting photo hunt in a diverse areas of work</li> </ul>		20
<ul style="list-style-type: none"> <li>Criteria B: Brief Description of Approach to Assignment</li> </ul> <b>NOTE: applicants must provide link to allow UNDP in reviewing the pictures as a proof.</b>	55%	<b>55</b>