



United Nations Development Programme

Terms of Reference for Photographer/ Videographer

TITLE	Photographer/ Videographer (2)
COUNTRY	Mauritius
REGION	Africa
DUTY STATION	Port-Louis
REPORTING TO	Team Leader Environment Project
CONTRACT TYPE	Individual Contract (IC)
DURATION	20 person days
STARTING DATE	1 October 2019
END DATE	28 October 2019

A. Background

UNDP Mauritius Country Office aims to collect and disseminate stories from Mauritius, showcasing development impact towards the attainment of the Sustainable Development Goals (SDGs); and sharing supporting individuals, communities, civil society, the private sector and government to share socio-economic human and environmental interest stories aimed at demonstrating development impact in partnership with UNDP.

UNDP Mauritius Country Office requires the services of two talented photographers with demonstrated competencies in documenting human interest and development stories through photography and videography. The photographer will be responsible for capturing examples of UNDP Mauritius in the governance, socioeconomic development and environment sectors. The photos and videos will aim to capture the projects, beneficiaries and development impact. The consultant will be required to take high resolution photographs in all weather conditions throughout Mauritius including in the twelve projects to be showcased around Mauritius and Rodrigues Islands (transportation and daily stipend fully covered by UNDP). He/she will also be required to caption the photographs with appropriate detail including dates, location and contact details of subjects to facilitate the development of a photo/video library.

B. Scope of Work

Duties and Responsibilities

- Travel to UNDP's project sites in Mauritius and Rodrigues (1 mission of 3 days),
- Produce high quality photo and video products for UNDP's website, social media and other strategic publications;

Expected Outputs and Deliverables

The successful photographer/videographer will be responsible for the following tasks and deliverables;

Photography:

- Capture 300 good quality still photos from the field visits and events for use in UNDP website, social media and publications.

- The photos must be directly linked to UNDP's various programme/project activities with a focus of the theme's community, governance and environment.
- Captured photos and videos will showcase, but not be limited to, individuals, families, groups, events, buildings, objects, landscape, and scenery which reflect or directly relate to UNDP activities and programmes as agreed
- Captured photos of portraits, families, groups and communities should also be gender balanced;
- Edit selected photographs using relevant tools and appropriately caption - including details on: location, name of subject (where appropriate), activity and any other relevant information)
- The photographer is to submit a selection of best photos per site/ programme to UNDP

Videography

- Work closely with the Communications Team and project teams to produce videos/short videos for website and social media using the footage collected from the field visits and events;
- Produce short video interviews for UNDP's social media and website.
- The video recordings shall be provided in three versions:12 seconds-snippets, 2 minute-snippets and full interviews, and be optimized for both web and mobile. The video recordings shall include a description of the scene and project and include transcripts, when necessary, of all relevant dialogue from recordings, including time stamps, adhering to transcription style guide;
- Hand over all photos and video footages in RAW format and properly archived (as per relevant SDG and project) to UNDP on external memory medium or via file transfer service;

Quality Specifications

- All work product will adhere to the following specific requirements for the photos and videos:
- Photographs must be provided at highest quality and at a minimum of 300 dpi, in JPG format, suitable for printing, processing or publishing on web;
- Interviews should be filmed and have a clear sound, allowing subject time to respond at length to prompts and questions provided;
- Videos/audio recordings should be at minimum 2 minutes each for interviews and 12 seconds for non-interviews, with a total of at least 30 minutes of interview footage per visit;
- Embedded subtitles in videos should be in Myriad Pro, Bold Semi-Condensed, in a readable size. Logo in video clips should be embedded as a watermark on the top right side, with 70% transparency;
- Final work to be submitted via online storage, such as Microsoft OneDrive, Google Drive, Dropbox or WeTransfer.

Action Plan and Operating Procedure

- The photographer/videographer is expected to have an inception meeting/briefing with the Team Leader Environment, Communications Team and respective programme/project teams at the start of the assignment to agree a travel and workplan.
- The outputs and deliverables will be varied based on the projects and sites to be visited. The selected photographer(s) will also hold the responsibility of providing photo release forms, signed and compiled.
- Following the meeting with the and Project teams, the photographer will submit a workplan detailing the schedule of site visits and the shoot list for vetting. Where required, UNDP will liaise government institutions to grant access to sites earmarked for photo/video shooting.

C. Institutional Arrangement

- The Photographer/Videographer will report to the Environment Team Leader; and consult the communications team and project teams

D. Duty Station

- The Photographer/Videographer is expected to travel throughout Mauritius, including a 3-day mission to Rodrigues

E. Requirements and Qualifications

- Minimum high school certificate is required
- Additional professional training in photojournalism is an added advantage;
- Demonstrated experience in technical photography and creative filming including strong photo and video, editing and compositional capabilities.
- Advanced knowledge and skills of editing software/tools such as Adobe Photoshop/lightroom, MS Office is an advantage.
- Experience in communication for development/ human interest photography is an advantage
- Possession of high-end photography (DSLR or mirrorless with appropriate multi focal/ prime lenses) equipment and associated accessories (artificial lighting, tripod, microphones) and drone, to capture aerial footage, will be an advantage.

F. Language Skills

- The consultant must be fluent in oral and written English.
- Fluency in French and/or Mauritian creole is an advantage

Notes

The applicant must be aware of [UNDP's General Condition of Contract](#). The consultant must observe Minimum Operational Security Standards (MOSS) as communicated by the United Nations for the location(s) visited. UNDP cannot provide insurance for any damage to the consultant(s) equipment or personal injury experienced during an assignment.

The consultant is responsible of granting the necessary authorization for aerial and submarine photos and videos. By accepting the consultancy, he/she guarantees having necessary authorizations for the use of drone and submarine photo and videos.

No consultant(s) should incur expenses without express authorization from UNDP. UNDP will not be responsible for penalties and charges incurred without authorization.

G. Intellectual Property

Copyrights

All information pertaining to projects (documentary, digital, cyber, project documents, etc) belonging to UNDP, which the consultant may come into contact with in the performance of his/her duties under this assignment shall remain the property of UNDP, who shall have exclusive rights over their use.

Except for purpose of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of UNDP in line with the national and international Copyright Laws applicable.

UNDP Terms of use

Unlimited use of all photographs/videos and footage supplied
 Unlimited storage of the photographs/videos and footage by UNDP
 Rights to transfer the photographs/videos and footage to third parties, for their editorial use only.

Consultant(s) Rights

Retain copies of the photographs/videos and footage for personal use (for example, in their portfolio).
 Assert their moral right to be identified as the author of the photographs/videos and footage.

Equipment

All photography, videography, recording and IT equipment, and any other supplies required for gathering materials, should be provided by the consultant.

H. Recommended Presentation of Proposal and Criteria of Evaluation

Interested parties must submit the following documentation:

- a) Duly completed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV and P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Technical offer: Submit a portfolio of high-quality photos by drop box [here]; and a link to an available web page of accredited works; a methodology** on how they will approach and complete the assignment;
- d) **Financial Proposal** based on their professional rate on daily basis. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee (including daily rate), per diem (meals, transportation, accommodation), communication costs and any other applicable cost to be incurred by the consultant in completing the assignment. The situation will be varied based on the assignment.

I. Deliverable Schedule

The selected consultant shall be remunerated in accordance with the following time schedule and deliverables.

SN	Activity	Tentative date	Fee (%)	Means of verification
1	Submission of assignment workplan	3-Oct-19	10%	Approved assignment Workplan
2	Submission of photo/video portfolio for first batch of 40% of projects planned in the workplan	16-Oct-19	30%	Approved portfolio on hard storage
3	Submission of photo/video portfolio for second batch of 40% of projects planned in the workplan	23-Oct-19	30%	Approved portfolio on hard storage
4	Submission of photo/video portfolio for last 20% of projects planned in the workplan and archived and complete portfolio	28-Oct-19	30%	Approved online portfolio
Total			100%	

J. Criteria for Selection of Best Offer

Individual consultants will be evaluated based on the following methodology:

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

The award of the contract will be made to the candidate whose offer has been evaluated using the “Combined Scoring Method” whereby the selection will be based on a Combined Scoring Method where the technical proposal will be 70 per cent and combined with the price offer which will be weighted 30 per cent.

Technical evaluation criteria:

Criteria	Max. Point
Educational Experience <i>Minimum high school certificate is <u>required</u></i> <i>Additional professional training in photojournalism is an added advantage</i> <i>Experience in communication for development/ human interest photography is an advantage</i>	20
Demonstrated experience as a photographer/videographer; <i>Demonstrated experience in technical photography and creative filming;</i> <i>Advanced knowledge and skills of editing software/tools such as Adobe Photoshop/lightroom, MS Office</i>	35
Portfolio Assessment <i>strong photo and video, editing and compositional capabilities</i>	35
Quality of equipment: <i>camera, drone</i>	10
TOTAL max.	100

Candidates scoring a minimum of 70% of the maximum marks on the above criteria will be considered for the financial evaluation.

The offers will be evaluated under the Best Value for Money principles, which consists of the selection of the offer that best meets the end-user’s needs and that presents the best return on investment. Fairness, Integrity and Transparency, which ensures that competitive processes are fair, open, and rules-based.

The final scoring of short-listed candidates will take into account the technical score and the financial score:

Criteria	Weight	Max. Point
• Technical score	70%	70
• Financial score	30%	30

The candidate ranking highest shall be selected.

K. Annexes

Annex A - Letter of confirmation of interest and availability, with portfolio link and Submission of financial proposal

Annex B – Model Contract

Annex C - UNDP GCC IC

Annex D - P11

L. Approval

This TOR is approved by:

Signature: _____

Name and Designation: Satyajeet Ramchurn, Head of Environment Unit

Date of Signing