



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### National Consultant- Photographer

Reference No.: UNDP/PN/40/2020

Date: 9 October 2020

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**Country:** NEPAL

**Description of the assignment:** As per the attached Terms of Reference (ToR)

**Project name:** Country Office, UNDP

**Period of assignment/services (if applicable):** Long-Term Agreement up to maximum 3 years period

Proposal should be submitted by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) not later than **1700 hours (Nepal Standard Time) on 21 October 2020** mentioning reference No. **UNDP/PN/40/2020 –Photographer**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) mentioning Procurement Notice Ref: **UNDP/PN/40/2020: Photographer**, on or before **18 October 2020**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry and post in UNDP website: <http://www.np.undp.org/content/nepal/en/home/procurement.html>. Inquiries received after the above date and time shall not be entertained.

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#### 1. BACKGROUND

UNDP requires professional photographers to work under a Long-Term Agreement (LTA) to capture photos of events, specific locations, project areas, and missions organized by UNDP in Kathmandu and outside.

The Communications Unit within UNDP publishes various publications to disseminate information about UNDP project activities, including UNDP's annual report, in-depth publications, brochure, factsheets, calendar, posters, web pages, etc. The Communication Unit also handles the press for its public events. To cover all these activities, UNDP needs a professional photographer.

#### 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to the Terms of Reference – ToR

#### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Qualification:

- Bachelor's degree or equivalent and/or diploma in photography.

II. Years of experience:

- The candidate must have at least 5 years of experience of in photography in Nepal with a record of providing high-quality and creative photos to clients.
- She/he must have prior work experience with international media.
- She/he must have prior work experience with international development organizations and familiarity with development and humanitarian programmes/issues.
- Prior experience with UNDP or its projects would be an added advantage.

III. Required Languages:

- Proficient in English and Nepali language, spoken and written.

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

**Interested individual consultants must submit the following documents/information to demonstrate their qualifications:**

1. Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
2. Proposal:
  - (i) Explaining why they are the most suitable for the work
  - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
3. Financial proposal
4. Personal CV including past experience in similar projects and at least 3 references

**Note:**

- a) Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy.
- b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

## 5. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

**Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

**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 49 point would be considered for the Financial Evaluation.*

*A test may be carried out as part of the technical evaluation.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical</u></b>		
<ul style="list-style-type: none"><li>• <b>Criteria A</b> Academic Qualification</li></ul>	5%	5
<ul style="list-style-type: none"><li>• <b>Criteria B</b> At least 5 years of experience in photography in Nepal</li></ul>	20%	20
<ul style="list-style-type: none"><li>• <b>Criteria C</b> Working with international media organizations <i>He/she must have work experience as a photographer for international media</i></li></ul>	25%	25
<ul style="list-style-type: none"><li>• <b>Criteria D</b> Prior work experience with UN/UNDP with understanding of UN Photo Policy and Guidelines</li></ul>	10%	10

<ul style="list-style-type: none"> <li><b>Criteria E</b> Personal background: Female, historically disadvantaged groups, LGBTI, persons with disability etc.</li> </ul>	10%	10
<u>Financial</u>	30%	30

**Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical).** The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

\* “Lowest Bid Offered” refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

### **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

### **ANNEX 3- OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**

## **Terms of Reference (TOR) for Photographer for UNDP Nepal**

### **Background**

UNDP requires professional photographers to work under a Long-Term Agreement (LTA) to capture photos of events, specific locations, project areas, and missions organized by UNDP in Kathmandu and outside.

The Communications Unit within UNDP publishes various publications to disseminate information about UNDP project activities, including UNDP's annual report, in-depth publications, brochure, factsheets, calendar, posters, web pages, etc. The Communication Unit also handles the press for its public events. To cover all these activities, UNDP needs a professional photographer.

### **Scope of work**

UNDP Nepal requires a photographer to take/collect and provide photos of and about different events/projects implemented in the affected areas and of missions and visits organized by UNDP in different areas. **Photography are some of the means to capture the achievements and lessons learned of these events to communicate to wider audiences and for future references.** In this context, UNDP seeks LTA with one to two experienced photographers who shall be employed to deliver series of photos on UNDP organised or collaborated events, field trips, visits, campaigns, human-interest stories, interviews, photo essays etc. Under the overall supervision and guidance of the Communications Unit, the photographer will:

- shoot and provide high resolution photos (3000-4000 pixels) of the works carried out by UNDP and its partners in and outside Kathmandu
- retrieve/collect photos of issues/areas/people as assigned by UNDP and provide the archive to UNDP
- visit sites/places as assigned by the UNDP to take needed photos, and this might include travel outside Kathmandu
- Provide professional photography service for UNDP's public events organized in Kathmandu
- Provide thematic photos from past archives along with their captions and details
- Photographs shall be provided in raw format and optimised resolution to UNDP
- Photographs must be provided in high quality suitable for printing, processing or publishing on web

### **Skills required:**

- The candidate must have at least 5 years of experience of in photography in Nepal with a record of providing high-quality and creative photos to clients.
- She/he must have prior work experience with international media

- She/he must have prior work experience with international development organizations and familiarity with development and humanitarian programmes/issues
- She/he must have skills and experience in editing digital photos for social media and websites.
- She/he must have experience in providing captions in both Nepali and English languages.
- Most preferably, the prospective candidate having experience in mainstream international media as a photo journalist / photographer
- Prior experience with UNDP or its projects would be an added advantage

### **Duration of assignment and Duty Station**

UNDP will sign the Long-Term Agreement initially for one year with possibility of extension for next two years based on the satisfactory performance. After then, UNDP will engage the LTA holder individual as and when required basis. The assignment is home-based with expected travel to various locations outside the Kathmandu Valley.

### **CONTRACT SUPERVISION**

The consultant will be accountable for his/her deliverables to the Communications Analyst.

### **Other conditions**

- Female photographers are strongly encouraged to apply
- Payment will be made upon completion of each assignment
- UNDP will have copyright for the photographs provided and UNDP may provide/mention photo credits where possible when used.
- Photographer manager his/her own tools and cameras required for the photography
- Photographer shall deliver photos in digital for and in high resolution with needful edits and captions
- Abide by the UNDP Photo Policy and Guidelines.
- Abide UN security rules and guidance.
- Arrange all the insurances required.

**INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

[https://www.undp.org/content/dam/nepal/docs/Reports\\_2020/Procurement/General-conditions-of-contract-to-Individual-consultants.pdf](https://www.undp.org/content/dam/nepal/docs/Reports_2020/Procurement/General-conditions-of-contract-to-Individual-consultants.pdf)

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

**UNDP/PN/40/2020: National Consultant- Photograprer**

Date \_\_\_\_\_

United Nations Development Programme  
UN House  
Pulchowk,  
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **National Consultant- Photographer**.

- A) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- B) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- C) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.
- D) I hereby propose to complete the services based on the following payment rate:

☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- F) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;



G) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;

H) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];

I) If I am selected for this assignment, I shall [*please check the appropriate box*]:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

\_\_\_\_\_  
\_\_\_\_\_

J) I hereby confirm that [*check all that applies*]:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

K) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and

that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

- L) ***If you are a former staff member of the United Nations recently separated, please add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

- M) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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**Annexes** *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

**BREAKDOWN OF COSTS<sup>1</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A) Breakdown of Cost by Components:**

<b>Cost Components</b>	<b>Quantity</b>	<b>Unit Cost (NPR)</b>	<b>Total in NPR</b>
<b>I. Personnel Costs</b>			
Professional Fees for photography within Kathmandu	Per day		
Professional Fees for photography outside Kathmandu (by including living allowances, lodging, food, etc.)	Per day		
<b>ii. Field visits outside duty station</b>	<i>Applicable travel ticket cost for field visit will be borne by UNDP and reimbursed on actual basis upon submission of original bill and documents</i>		

**Notes:**

- 1. The rates quoted should include all the components including insurances, applicable taxes, etc.**
- 2. The prices shall remain in effect for the period of Long-Term Agreement (LTA). The service will be purchased as and when required basis during the LTA period. However, UNDP does not warrant that any quantity of Services will be purchased during the LTA period.**

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<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)