



TERMS OF REFERENCE

Location	Honiara with provincial travels
Application deadline	10 April 2020
Type of Contract	Individual Contractor
Title	Consultancy to produce photo reportage(-s)
Languages required:	English
Duration of Initial Contract:	50 working days until December 10, 2021

BACKGROUND

The UN Development Programme (UNDP) in Solomon Islands, on the ground since 1999, has earned a reputation as a trustworthy development partner in the collective effort of supporting Solomon Islands in achieving the objectives of the National Development Strategy and the Sustainable Development Goals. UNDP Solomon Islands works with people and their governments to address the country's various development challenges.

UNDP supports the Government of Solomon Islands in implementing the Sustainable Development Goals (SDGs) and sustaining its growth trajectory by modernising institutions, reducing inequalities, digitally transforming communities, combating climate change and sustainably managing natural resources.

The photo reports/ documentaries are foreseen to cover all project/programme events and target regions – Guadalcanal, Western, Malaita Provinces other provinces. UNDP Solomon Islands communication strategy anticipates use of all kinds of media products and channels including for better outreach and communication with its primary and secondary target groups.

UNDP Solomon Islands communication strategy foresees production of photo and multimedia products for placing and disseminating through social media and local and global corporate websites.

DUTIES AND RESPONSIBILITIES

Scope of Work

The following are the scope of key activities to be carried out for purposes of this consultancy work. The Consultant is expected to:

The duties and responsibilities of the photographer are:

- To capture high resolution images of UNDP's various programme/project activities in various parts of the country;
- Caption each photograph with specific details such as the location taken, name of the person (for portraits), activity and any other relevant information;
- Provide UNDP with at least 500 high quality photographs on 2CD-roms from all the projects. The copy right for all these photographs remains with UNDP;
- To give creative input to the overall photo shooting;
- To provide the technical equipment needed for the shooting and editing including cameras, etc.;
- To provide adequate lightening systems including camera light as well as any additional light equipment deemed necessary;
- Ownership or possession of a high-resolution state of the art digital camera/equipment is a MUST.

Expected outputs /deliverables	Payment milestones	Deadline
<ul style="list-style-type: none"> - A collection of photographs depicting UNDP Solomon Islands work across its core programme areas in TIF, PSD (high resolution for printing) as well as in jpg (low resolution for website use); - A collection of sample photo essays of project beneficiaries of UNDP Solomon Islands projects across all its core programme areas; - Edited and captioned pictures to illustrate uploaded stories. 	20 working days	31 May 2021
<ul style="list-style-type: none"> - A collection of photographs depicting UNDP Solomon Islands work across its core programme areas in TIF, PSD (high resolution for printing) as well as in jpg (low resolution for website use); - A collection of sample photo essays of project beneficiaries of UNDP Solomon Islands projects across all its core programme areas; - Edited and captioned pictures to illustrate uploaded stories. 	15 working days	31 July 2021
<ul style="list-style-type: none"> - A collection of photographs depicting UNDP Solomon Islands work across its core programme areas in TIF, PSD (high resolution for printing) as well as in jpg (low resolution for website use); - A collection of sample photo essays of project beneficiaries of UNDP Solomon Islands projects across all its core programme areas; 	15 working days	30 November 2021

Islands projects across all its core programme areas; - Edited and captioned pictures to illustrate uploaded stories.		
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Institutional Arrangement

The documentary producer consultant will work closely with colleagues in the Communications Team to design and execute each photo reportage's visual and interactive storytelling.

All reports should be submitted to and signed by UNDP Communications Specialist. Payments to be approved by UNDP Country Manager.

COMPETENCIES

Functional Competencies:

- Ability to take high quality photographs;
- Creative and artistic approach towards photo shooting of event/story telling;
- Availability and willingness to travel in-country;
- Ability to work in a team;

Core Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

A recognized degree in social sciences, communication, media, development or a related subject

Experience

- At least 5 years of experience as a professional photographer required
- Proven experience of managing of photo projects
- Longstanding experience in covering subject in a sensitive context and challenging environment;
- Previous experience in working with an UN agency is an asset;

Samples:

For the quotation to be considered, the content producer must submit the following samples. Samples can be submitted as attached files, web links or as hard copy;

- 3 different examples of photo reportages

Language requirements

- Fluency of English language is required;

- Knowledge of Pidgin and/or other local language would be an asset.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. 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, travel costs, living allowance and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Deliverable 1 – 40% of total contract amount
- Deliverable 2 – 30 % of total contract amount
- Deliverable 3 – 30% of total contract amount

In general, UNDP shall 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 event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Evaluation Method and Criteria: Lowest price and technically compliant offer

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as both: a) responsive/compliant/acceptable, and b) offering the lowest price/cost.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1: A recognized degree in social sciences, communication, media, development or a related subject – Max 10 points
- Criteria 2: At least 5 years of experience as a professional photographer required – Max 15 Points
- Criteria 3: Proven experience of managing of photo. 3 different examples of photo reportages to be provided – Max 20 points
- Criteria 4: Longstanding experience in covering subject in a sensitive context and challenging environment – Max 15 points
- Criteria 5: Fluency of English and knowledge of pidgin and other local languages would be an asset – Max 10 points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

- For the quotation to be considered, the content producer must submit 3 different examples of photo reportages. Samples can be submitted as attached files, web links or as hard copy.
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in Solomon Islands Dollars (SBD).

Incomplete proposals may not be considered.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to procurement.sb@undp.org