



Annex 2 - TERMS OF REFERENCE

FOR THE CONSULTANCY CONTRACT OF: National Consultant (photographer)

1. **Duty Station of the Consultancy:** Akhal, Mary and Lebap regions, Turkmenistan

2. **Duration of Consultancy:** Five and a half months (5,5)

3. **Background:**

The International Organization for Migration (IOM) established its operations in Turkmenistan in 1997. The Agreement of Cooperation between Turkmenistan and IOM was signed in June 1998. IOM supports the Government of Turkmenistan in improving migration governance, regularly updating national legislation in the field of migration and prevention of human trafficking in response to the changing migration dynamics and challenges, enhancing the capacities of young people in the context of migration and prevention of uninformed decision to migrate through irregular pathways, providing protection and reintegration assistance to migrants in vulnerable situation focusing on empowerment of women in the context of migration in Central Asia, integration of migration, environment and climate change nexus in the national planning for adaptation to climate change, supporting Turkmenistan in the implementation of the Global Compact for Safe, Orderly and Regular Migration.

4. **Nature of the consultancy:**

To properly highlight the implementation of the "Comprehensive Action Plan for Afghanistan and neighboring countries" regional project supported by the Canadian federal department on Immigration, Refugees and Citizenship Canada (IRCC), IOM Turkmenistan hires a national consultant (photographer) to provide photographic and video coverage of events in the Akhal, Mary and Lebap provinces of Turkmenistan within the framework of the current project. Photographs and videos must be in a documentary style and must include the work of people and local communities, detailed shots of individual components and objects, as well as story shooting of fragments of events and short video clip.

5. **Project Context and Scope:**

In coordination with IOM project management team National Consultant (photographer) will provide photographic and video coverage of assigned events, meetings, or other photo/video reportage. National Consultant (photographer) together with IOM project management team entitled to visit the project sites Akhal, Lebap and Mary provinces to conduct video recordings, photo shooting to highlight the implementation of IOM activities within representatives Afghan community living in rural areas of Turkmenistan.

6. Tangible and measurable outputs of the work assignment:

During the contract period, the National Consultant (photographer) must provide the following services:

- Prior to beginning the assignment, the consultant should discuss with the project management team the locations, objects, and subjects
- Upon completion of the assignment, the photographer must provide all footage to IOM in JPEG and RAW formats on electronic bearer. The minimum number of processed photos from each location is-30.
- Edited, formatted, and archived photos and videos must be submitted on DVD / CD to IOM. Photos and videos must be in digital format (JPEG with a minimum resolution of 2,000x3,000 pixels for a print size of 16x25 cm at 300 dpi).
- The photographs must be properly ordered, as required by the project management team. The rights to use the photo and video materials belong to IOM and the consultant does not have the right to further distribute the received photo and video material. IOM will review all images/photographs taken by the Consultant in accordance with this contract. Once images/photos/videos have been submitted to IOM in the format and manner described above, all traces of such images/photos/videos must be destroyed by the consultant.
- The consultant must arrive at the specified shooting location according to the agreed workplan.
- Consultant must have its a qualified shooting equipment for photo and video filming.

7. Performance indicators for evaluation of deliverables:

Photographs/Video produced on the assignment will successfully capture and emotionally express the core elements of the situation assigned for coverage. The coverage will include different visual perspectives (close-up, medium range, long distance), with a preference for horizontal framing, as noted. Photos must be taken with a high technical specification (properly exposed, framed, focused, and edits well optimized). Deadlines for file transmission of materials are 7 days upon completion of each field trip visit.

8. Location and date of the assignment:

№	Location	Date
1.	Gurbandurdy village of Akhal province (1 photo session)	Date to be decided
2.	Mary city (2 photo sessions)	Date to be decided
3.	Seydi village of Lebap province (1 photo session)	Date to be decided

9. **Terms of Payment:**

The fee for the work performed is \$1,300. Payment is made by 2 transfers after tasks are completed. The cost of food, hotel accommodation and travel expenses are included in the sum of this amount.

10. **Education, Experience and/or skills required:**

- Detailed individual portfolio showcasing range of work (i.e. outdoor, indoor conferences, portraits, group activities etc.) with links to specific sites/media outlets/publications where the works have been published.
- Short profile, including CV, diplomas, certificates of appreciation.
- Ability to work with different social groups of people.
- Knowledge of Turkmen and Russian languages is required; knowledge of English is an advantage.
- Experience working with IOM will be an advantage.

Transport for trips to selected villages in Akhal, Mary and Lebap provinces from the respective provinces will be provided by the project.

6. **Competencies:**

Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner; is action-oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Submission of documents:

[Interested applicants should send their CV/resume in a sealed envelope with the code "IOM-ASB-2024-02". Applicants can also email their applications to \[registry.tm@undp.org\]\(mailto:registry.tm@undp.org\) by March 15, 2024, 6:00 pm.](#)