



## **TERMS OF REFERENCE**

### **FOR THE CONSULTANT CONTRACT OF PHOTOGRAPHER**

1. **Nature of the consultancy:** Photographer services to produce photos for the IOM Photo project (Photo-album and photos for the calendar) depicting success stories of IOM beneficiaries as good practices.
2. **Objective:** Produce photos for the IOM Photo project (Photo-album and photos for the calendar) of the IOM national partners, stakeholders, NGO and POs partners, and IOM staff.
3. **Target:** High resolution images of IOM beneficiaries will be captured to illustrate the migrants' stories, at least 300 in total.
4. **IOM Project to which the Consultancy is contributing:** 'Strengthening Counter-Trafficking and Protecting Vulnerable Migrants in Central Asia in Response to Regional and Global Challenges' project funded by the Norwegian Ministry of Foreign Affairs.
5. **Tasks to be performed under this contract:**

#### **1) Consultant will perform the following duties:**

- Visit resident/business places/venues of at least 20 beneficiaries (the list of beneficiaries will be provided by IOM) and make photographs of IOM project beneficiaries, as follows: horizontal and vertical photos of same subjects; effective (dramatic) angles/perspectives; close-up, mid-angle and wide-angle shots;
- Capture high resolution images of migrants and deliver at least 15 high quality photos of at least 20 beneficiaries (at least 300 photos in total);
- Fulfil the stipulated in the contract and the ToR through review of documents, email communications and meetings;
- Maintain close contact with IOM and communicate to IOM any complications regarding the assignment immediately;
- Strictly in accordance with the IOM Data Protection Principles (Annex C), informed written consent for photography, publication and media use must be sought from each beneficiary in advance. IOM will provide the consultant with a guideline on how to present the details of IOM Photo Project and a photo consent form (Annex B) to be signed by each beneficiary, in accordance with the IOM Data Protection Principles;
- Be responsible for the overall coordination of the photo production process (arranging shooting: locations, persons to be photographed, light, shooting and post-production.

#### **2) Required Qualifications:**

- At least 3 years progressive experience as a photographer and prior experience on taking photographs in reportage/documentary photography projects is required;

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#### **Headquarters:**

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- At least a high school certificate, but possession of a degree or diploma or training in photo journalism will be an added advantage;
- Must use own professional photography equipment capable of delivering high resolution jpeg or raw files (300 dpi at 2610 x 3900 pixels);
- Must have the technical equipment needed for the shooting and editing including cameras, etc;
- Provide adequate lightening systems including camera light as well as any additional light equipment deemed necessary;
- Should be able to take over the shooting of relevant photographs;
- Should give creative input to the photo shooting in overall;
- Must guarantee timely delivery of photographs;
- Availability and willingness to travel upcountry and ability to work in close coordination with other team members;
- Demonstrate ability to work in a multicultural environment and establish harmonious and effective working relationships, both within and outside the organization;
- Proven leadership, teamwork, and interpersonal skills;
- Required language skills: Russian and Turkmen.

**3) Set of required documents to be submitted** (*might be submitted in Turkmen, English or Russian*):

- CV;
- Links to/examples of earlier similar products (portfolio);
- Cover letter.

**6. Tangible and measurable output of the work assignment:**

- Captured high resolution images of at least 20 beneficiaries and delivered at least 15 high quality photos of each beneficiary;
- Images delivered in digital formats. Digital images should be taken at a minimum 1800 high-resolution, be at least 300 dpi, and approximately 2500 x 1600 pixels each. Photograph size can vary from 4x6 to 5x7. Images should be delivered in electronic format (.jpg, .png, .tiff, etc.) on CD-ROM or DVD-ROM. The size of each photo: min 3 MB
- Captured images without additional inscriptions (no application to the logos photos, copyrights and signatures), frames, and other elements that have been added over the photos taken with the camera or after the post-processing base;
- Photos are not made by other photographer, pictures are not montaged, not added any addition elements that are absent in the photo.
- Only moderate processing photos with the aim of improving the quality of the picture: reducing "red-eye", improving colour, sharpness adjustment level, etc.
- Provide descriptive captions (who, what, when, where, why) for each photo, serving to tell each beneficiary's stories.

**7. Realistic delivery dates and details as to how the work must be delivered**

- The estimated timeframe and duration of the consultancy contract is 1.5 months.
- 300 high-resolution photos-. Captured high resolution images of at least 20 beneficiaries shall be delivered **by 10<sup>th</sup> of December 2020**.
- The photographer is expected to own and use his/her own equipment during and after the

assignment.

**8. Performance indicators for evaluation of results**

- High resolution images of 20 beneficiaries (at least 15 high quality photos of each beneficiary) produced and post-production is developed;
- Photographs submitted to IOM;
- The photographs are approved by IOM.

**9. Consultancy fee- 1,500\$**