**Terms of Reference**

|  |  |
| --- | --- |
| **Position:** | National consultant on providing photo and video services |
| **Type of contract:** | Contract for the provision of individual services |
| **Type of occupation:** | National Consultant |
| **Location:** | According to the agreed schedule |
| **Knowledge of languages:** | Russian and Turkmen |
| **Starting date:(the date on which the consultant is having to start his assignment)** | August 15-20, 2022 |
| **Duration of Contract:** | 1 month |
| **Expected Duration of Assignment:** | This is a non-full-time assignment, and the Consultant is expected to perform his duties in accordance with the agreed program and schedule. |

**Background:**

The International Organization for Migration (IOM), founded in 1951, is the leading intergovernmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental organizations. In 1998, IOM established its office in Turkmenistan. Since then, IOM in Turkmenistan has been promoting humane and orderly migration for the benefit of all, by providing services and advice to the government, as well as to migrants. IOM Turkmenistan continues its work in five functional areas: migration and development; combating human trafficking and helping migrants; technical cooperation and border management; operational movement; emergency response and community stabilization.

**SCOPE OF WORK:**

In order to properly highlight the implementation of the "Comprehensive Action Plan for Afghanistan and neighboring countries" project supported by the Swiss Agency for International Development and Cooperation (SDC), IOM Turkmenistan hires a national consultant on providing photo and video services in the regions of Turkmenistan within the framework of the current project. Photographs 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 clips.

**NATURE OF THE CONSULTANCY:**

* Prior to beginning the assignment, the consultant should discuss with the project team the locations, objects, and subjects to be photographed.
* Upon completion of the assignment, the consultant 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 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 completely destroyed by the Consultant.
* The Consultant must have the appropriate documents/licenses to provide photo services.
* The consultant must arrive at the specified shooting location according to the agreed program.
* IOM is responsible for obtaining the necessary permits and passes for filming locations.
* Presence of own qualified shooting equipment for photo and video filming.
* Readiness for internal business trips to the velayats of the country.

**LIST OF CITIES AND VILLAGES FOR Conducting the Assigment**

|  |  |  |
| --- | --- | --- |
| # | **Location** | **Date** |
|  | Tejen city | August |
|  | Tejen city, Gurbandurdy village | August |
|  | Serahs city, Gokhan village | August |
|  | Serahs city, Bagtyyarlyk village | August |
|  | Serahs city, Parahatchylyk village | August |
|  | Mary and Bayramali cities | August |
|  | Turkmenabad city | August |
|  | Seydi village | August |
|  | Ahal region | August |

**Terms of Payment:**

The fee for the work performed is $1,000. Payment is made by transfer after the task is completed. The cost of food, hotel accommodation and travel expenses are not included in this amount.

**Organizational Structure:**

The national Consultant will work under the direct supervision of the IOM project specialist.

**Professional Skills:**

• Skills in creating documentary photo and video materials.

• Ability to work effectively with a wide range of participants.

• Decisiveness, independence, good judgment, ability to work under stressful situations.

• Ability to work effectively with or without close supervision.

**Qualifications Required:**

• At least 5 years of practical experience in the field of photo and video shooting

• Experience in development of projects and documentary photography and video

• Having a portfolio

• Registration documents and license

• List of projects/documentary sessions

**Submission of documents:**

Interested applicants should send a personal history form and resume in a sealed envelope with the code "IOM-ASB-2022-08". Applicants can also email their applications to **registry.tm@undp.org** by August 10, 2022, 6:00 pm.