

Terms of Reference for Photographer and Videographer

Terms of Reference for Photographer and Videographer – Coverage of process document of TROSA –project advocacy & activity progress **in Teesta, jinjiram & Brahmaputra River Basin of Bangladesh {starting immediately for three months}**

1) Rationale and Context of the Assignment: The Consultant will provide photographic and video coverage, as directed by GUK personnel, of assigned events, meetings or other photo/video reportage, for immediate use on GUK websites and social media accounts, as well as sharing for use by sister GUK partner agencies, media and the public. (the “Assignment”). The photographer and videographer will be recruited as a Retainer and local consultant (for 20 days over three months), based in Port-au-Prince, to create a comprehensive photo gallery and audiovisual product/s of GUK TROSA project response to the project area. This will imply conducting field visits to the project implement areas and reporting on the progress of GUK activities on the ground, starting immediately. Ahead of each specific mission, detailed instructions on the expectations of coverage (e.g. the nature of the activities being carried out, the people who will be present on the ground and whether or not they are to appear in the coverage) will be provided. The purpose of this assignment will be to show the actions taken by TROSA GUK project in response to the specific needs of women and other stake holders; while providing the support, capacity building & skill by TROSA project areas. Coverage of projects, events, meetings, infrastructure etc, in other than the areas affected by **Sand and Erosion**, might also be requested as part of the assignment.

2) Deliverables: The Consultant shall provide and transmit, under the advice GUK TROSA personnel, a selection of the best images (20 or fewer, but inclusive of all key moments) and video files at the end of each day of work. Resize optimized images, if necessary, for transmission. Files should be sent either via we transfer or drop box to a contact person that will be identified as soon as the photographer/videographer is operational. The transmission of the audiovisual files will be done in accordance with the damsel in distress Field Office Guide attached to the TOR. Photographer should send an alert email to ensure the photos do not get stuck in the spam folder. Additionally, within one week of the completion of the Assignment, the Consultant will provide the entire take of all photographs and video clippings from the Assignment and a selection of approximately the 50 best photographs edited and optimized in high resolution with metadata in all of the photographs. Digital originals should be shot at the highest resolution that the camera permits. The minimum resolution accepted is 4000 pixels on the long side, saved as jpg 10 or above. Each image from the optimized edit as well as the full take must include in the IPTC metadata: the full name of the photographer for photo credit, the name of the event, the date, the venue, and the city/country. If possible and relevant, names and titles should be included as well. IPTC metadata can be embedded

within the photo through the use of image editing software such as Photoshop, Light room, or Photo Mechanic. In addition to required info, a descriptive caption written in complete sentences in either English or Bangle is mandatory. The caption should describe the (who, what, when and where) of the photo. Please note that key images must be shot in horizontal format. GUK website is built around horizontal images, and the lead photos from the events during the Assignment will need to be cropped to fit in a 638x300 pixel template. The Consultant will need to keep this space in mind and leave some room to crop horizontally. Photos of GUK Executive Director by the Consultant cannot be distributed to any press or be posted to social or to GUK websites without the sign-off of the Executive Director's office or the publication team. For approval by the Executive Director, photographer must have the capability to either tag approved photos in camera or mark approved photos in editing software.

3) Responsibilities of GUK and the Consultant

GUK shall provide:

- a. Program information and editorial guidance to the Consultant to enable him/her to understand the Deliverables required and generate captions to embed in the photographs;
- b. Transportation necessary to complete photo assignments
- c. Photography/Video credentials and clearances (if needed)

b) The Consultant shall:

- a. Abide by the GUK Photo Policy and Guidelines and the audiovisual production and pre-production tip sheets (see documents attached)

4) Duty Station:

Rangpur & Kurigram (District, Sub district & Union level)

5) Supervisor: Project Coordinator

6) Performance Indicators for Evaluation of Deliverables:

7) Qualifications or Specialized Knowledge/Experience Required: Minimum three to five years professional experience in photography and video documentation.

8) Warranties, Consent and Intellectual Property.