

Terms of Reference for Conference photographer

Reference: RFQ-HQ-CSEU-2022-010

Operational Area	Europe Region
Programme Area	Civil Society Engagement – Diaspora Programme
Timeline	<p>A total of 14 working days from May 15th to June 21st 2022</p> <p>Conference days:</p> <p>15th May, 8:30-17:00, in Brussels</p> <p>16th May, 8:30-17:00, in Brussels</p> <p>30th May, 9:00-17:00, in Geneva</p> <p>31st May, 9:00-17:00, in Geneva</p> <p>12th June, 9:30-17:00, in Amsterdam</p> <p>13th June, 9:30-16:30, in Amsterdam</p>

1. INTRODUCTION

The Danish Refugee Council was founded in Denmark in 1956, and has since grown to become an international humanitarian organization with more than 7,000 staff throughout 40 countries and 7,500 volunteers, providing support along the displacement routes to refugees, migrants and vulnerable populations to ensure safe and dignified life. DRC strives to find durable solutions for the population affected by displacements. To this end, DRC supports Internally Displaced Persons (IDPs) and refugees to realise material, physical and legal rights. After several decades of experience in this field, DRC has expanded to include programming that tackles the root causes of conflict in order to prevent new and secondary displacement.

Within the last decades there has been a growing interest and trend among governments and NGOs to engage diasporas – people living outside their country of origin but with continued emotional and material ties to it – in contributing to development and rehabilitation in their country of origin. This is based on the recognition that diasporas can play an important role in the political, economic, and social processes in their countries of origin through the transfer of money, values, skills, and ideas.

The Danish Refugee Council, Diaspora Programme has been supporting diaspora organizations since 2010, focusing on diaspora originating from countries affected by man-made crises where DRC is an active responder. DRC views diasporas as part of an extended civil society of their countries of origin/heritage, and supports diaspora's engagement in humanitarian assistance, early recovery/reconstruction, and development work, and is based on a recognition that the much-debated divide between humanitarian and development fields are of no consequence to diaspora engagement. In terms of activities, we specialize in capacity development, networking and consultations, research and advocacy, as well as project support and advisory services.

2. BACKGROUND TO THE CONSULTANCY

DRC, under its Civil Society Engagement Unit – Diaspora Programme is currently implementing several projects to support the Afghan, Myanmar, Pakistani, Somali, Tunisian and Ukrainian diasporas to constructively engage towards the rehabilitation and development of their country of origin in areas such as advocacy, protection, social cohesion and humanitarian emergency response.

Specifically, these projects are organising a series of conferences as part of the project implementation agenda. The conferences are the following three:

1. "Diaspora Action for Afghanistan", on May 15-16, 2022, in Brussels, Belgium. This conference aims to offer a space for Afghan diaspora to come together, network, learn from each other and assert their role as a key stakeholder for Afghanistan towards EU institutions and member states.
2. "Enhancing coordination in humanitarian settings", on May 30-31, 2022, in Geneva, Switzerland. International stakeholder conference with participation from diaspora organizations, institutional humanitarian actors, relevant researchers and specialists to discuss chances and challenges about engaging diasporas in the wider humanitarian ecosystem, create space for networking and facilitate workshops and seminars for peer-to-peer learning and recommendations for enhancing coordination and communication between diaspora organizations and the institutional humanitarian system.
3. "Diaspora Protection Information for Afghans at risks" on June 12-13, 2022, in Amsterdam, The Netherlands. This conference aims to assess and evolve the project to date, including sessions designed specifically and exclusively for Afghan diaspora organisations, as well as broader discussion among multiple stakeholders interested in migration, protection, Social Behaviour Change Communication and information campaigns.

Please find more information about DRC Diaspora Programme here: www.drc.ngo/diaspora

3. SCOPE

The photographer will bring the necessary equipment for taking stills photos in the conferences mentioned below.

- Conference #1: May 15-16, 2022, 8:30-17:00 (both days) in Brussels, Belgium
- Conference #2: May 30-31, 2022, 9:00-17:00 (both days) in Geneva, Switzerland
- Conference #3: June 12-13, 2022, 9:30-17:00 (the 12th), 9:30-16:30 (the 13th), in Amsterdam, The Netherlands

The approximated level of effort for the photography services is as follows:

- **Conference #1:** A total of 4 days (2 days to take pictures at the event, and processing 10 pictures on the event days, and 2 days for processing 40 images).
- **Conference #2:** A total of 6 days (2 days to take pictures at the event, and processing 10 pictures on the event days, and 4 days for processing 80 images).
- **Conference #3:** A total of 4 days (2 days to take pictures at the event and 2 day for processing 40 images)

During the assignment for DRC, the photographer is obliged to respect the guidance of DRC staff with regards to issues of security and sensitive material (i.e. in connection to taking pictures of persons of concern, in particular footage of children and youth).

The photographer is required to undertake a communications and media briefing with DRC Advocacy Advisor and the Protection Program and communication staff regarding ethical engagement with persons of concern for media and communications purposes.

4. DELIVERABLES

The photographer needs to deliver the final products via USB or hard drive for transfer onto the DRC hard drives. Transfer online is feasible, however the modality must be agreed upon to enable access to the photos.

The consultancy includes the following deliverables and associated payment scheduling.

Conf.#	Deliverables	Due Date	Approving Party	Associated Payment
Conference #1, in Brussels	1.a. Take professional pictures of the event on May 15 th and 16 th , at the indicated time and address in Brussels.	15 th – 16 th of May 2022	Primary point of contact – Adrien Bory	0
	1.b. Deliver 5 pictures on the first conference day for social media posting	15 th at 17:00		
	1.c. Deliver 5 pictures on the second conference day, for social media posting	16 th at 15:00		
	1.d. Deliver a minimum of 40 finished images usable for print (Size: 6000x4000px. Color space: sRGB) and also for use in online media (Size: 2000x1300px. Color space: sRGB)	23 rd May		100%
Conference #2, in Geneva	2.a. Take professional pictures of the event on May 30 th and 31 st , at the indicated time and address in Geneva.	30 th – 31 st of May 2022	Primary point of contact – Monika Grinschgl	0
	2.b. Deliver 5 pictures on the first conference day, for social media posting	30 th at 17:00		0
	2.c. Deliver 5 pictures on the second conference day, for social media posting	31 st at 15:00		0
	2.d. Deliver a minimum of 80 finished images usable for print (Size: 6000x4000px. Color space: sRGB) and also for use in online media (Size: 2000x1300px. Color space: sRGB)	7 th June at 17:00		100%
Conference #3, in Amsterdam	3.a. Take professional pictures of the event on May 12 th and 13 th , at the indicated time and address in Amsterdam	12 th – 13 th June 2022	Primary point of contact – Béatrice Mauconduit	0
	3.b. Deliver a minimum of 40 finished images usable for print (Size: 6000x4000px. Color space: sRGB) and also for use in online media (Size: 2000x1300px. Color space: sRGB)	21 st of June at 15:00		100%

The final products will be reviewed for quality and final payment will be made upon submission of satisfactory deliverables and invoice.

5. PHOTOGRAPHER(S) PROFILE

Key requirements for the photographer(s) are:

- At least 2 years' experience taking and processing professional photographs
- Academic studies of Photography/graphic design is an asset
- Excellent technical skills, using digital cameras and industry-standard software such as Photoshop
- Creative
- Culturally sensitive
- Experience working with NGOs

6. DOCUMENTS TO BE SUBMITTED

The photographer(s) is expected to submit the following items in response to these terms of reference:

- Completed and signed RFQ in EUR (attached)
- Portfolio of previous work with cases of event and conference photography
- Budget, as stated below in section 7 (second table).

7. EVALUATION OF OFFERS

For the award of these photographic projects, the evaluation criteria below will govern the selection of offers received. The evaluation is made on a technical and financial basis.

The proposed offers by bidders will be evaluated using, inter alia, the following criteria, and points will be allocated in the scale from 1 to 10 for each of the criteria stipulated below, whereas the weighting is as follows:

Technical criteria #	Technical criteria	Weighting in technical evaluation
1.	Photographer (s) qualifications demonstrated with CV	50%
1.a	Demonstrated experience with similar assignments	30%
1.b	Years of experience	15%
1.c	Demonstrated experience with NGOs	5%
2.	Samples of previous similar assignments	50%
	Total Maximum Score	100%

All bidders must obtain an average score of at least five for the total technical scoring, in order to proceed to the financial evaluation. The financial offer will then be weighed against the technical offer.

The total cost of the financial offer should be mentioned in the DRC Bid Form (RFQ), while the breakdown of the budget should be attached separately.

The budget should be broken down as described below:

A. Consultancy fees – daily and total
B. Travel costs (international or domestic costs)
C. Miscellaneous (e.g. visa fees, immunizations)
GRAND TOTAL FOR FINANCIAL OFFER

8. ADDITIONAL INFORMATION

Confidentiality

All information presented, obtained and produced is to be treated as DRC's property and is considered as confidential for all other purposes than what is outlined in the terms of reference.

The selected consultant(s), upon signing of the contract, is required to sign a confidentiality agreement. The material prepared by the consultant(s) cannot be sold, used or reproduced in any manner (partially or in full) by the consultant(s) without prior permission from DRC.

Rights and usage

DRC has the unlimited right to use the photos as well as raw videos delivered by the consultant during and after this engagement on all their internal and external media and communication channels, in their own production, in external press efforts and in outputs produced for or in partnership with close partners/donors.

The consultant maintains the copyright of the footage, hence resale of the material by DRC can only happen upon agreement and renewed price negotiation.

The consultant is to be credited when possible – note that accreditation is by default not used on DRC's Social Media platforms but will be a priority for DRC.

The photographer needs to ask for permission to display the photographs on her/his own website/SoMe platforms as part of their own marketing. The photographer can only resell the material upon agreement by the DRC.

Additional documents

The selected consultant/s will be requested to sign and submit the DRC Supplier Code of Conduct, Supplier Registration Form, including submitting an owner ID and a company registration certificate.

Contact point

For additional information regarding these terms of reference, please send your questions to Gretel Martín Araya, at gretel.araya@drc.ngo.