

**TERMS OF REFERENCE**  
**PHOTOGRAPHER (CONSULTANT BASED IN GUATEMALA)**

<b>Organization</b>	NEAR - Network for Empowered Aid Response, <a href="http://www.near.ngo">www.near.ngo</a> , (Hosted by Adeso - African Development Solutions <a href="http://www.adesoafrica.org">www.adesoafrica.org</a> )
<b>Position Type</b>	Short-Term Consultancy
<b>Study/Assessment Topic</b>	Photography
<b>Position Location</b>	Guatemala (All Regions)
<b>Duration</b>	Two (2) Days
<b>Reporting To</b>	Programs Manager - NEAR
<b>Working With</b>	The Creative and Digital Production Consultant
<b>Starting Date</b>	Immediately
<b>Application Deadline</b>	18 <sup>th</sup> September, 2018
<b>Vacancy Contact</b>	Please send applications to <a href="mailto:jobs@near.ngo">jobs@near.ngo</a> . Adeso will only respond to short-listed applicants.

#### **ORGANIZATIONAL BACKGROUND**

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

#### **ABOUT NEAR NETWORK**

Adeso together with other local and national NGOs have come together to form a global network which was launched in May 2016 at the World Humanitarian Summit in Istanbul, Turkey. The network, NEAR (Network for Empowered Aid Response), is a movement of local organizations with a bold ambition - to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships.

#### **SCOPE OF WORK**

NEAR is seeking the services of a photographer to visually document the two comprehensive case studies to capture the images of civil society organizations at work in their communities in the Global South.

The images will be used to illustrate publications, websites, newsletters and institutional magazines. Photographs may also be used by the media and other partners on request as a resource to portray the work of NEAR members in the Global South. The consultant will be expected to travel to New Delhi, India to document the achievements and success stories of the two subjects selected for the project through creation of photo-essays. The consultant will be responsible for the overall coordination of the production process (arranging shooting: locations, persons to be photographed, light, logistics etc.), shooting and post-production.

#### **DELIVERABLES**

1. TIF, PSD (high resolution for printing) as well as in jpg (low resolution for website use).
2. A set of 100 photos depicting images of case study subjects/affected communities:
  - i. Pictures of selected case study subjects and the affected community being served, where they live, what they do on a daily basis, what they are doing to change this;

- ii. Pictures of landscape and project interventions.
3. Consultant should be able to take over the shooting of relevant photographs;
4. Consultant should give creative input to the overall photo shooting;
5. Provide the technical equipment needed for the shooting and editing including cameras, etc.;
6. Provide adequate lighting systems including camera light as well as any additional light equipment deemed necessary.

## COSTS

The contract to be awarded to the selected consultant shall be concluded on the basis of a lump sum for the photo production as described above. VAT should be included. Maximum allocation: gross \$250 USD

## DURATION

Two (2) days.

## NEAR'S PHOTOGRAPHY

We use a reportage style for all of our photography to ensure authenticity and reinforce our honest values, alongside the meaning and conviction behind our thinking. The subjects within the image should appear natural, relaxed and images should not be posed. Our photography style should tell a story about the subject of the project and not be superficial with an over use of added effects. The photographers should ensure that their images are not contrived and have an inspirational, positive feel to them. We want to illustrate the positive impact our work has with people and Global South as a whole.

## QUALIFICATIONS

- Outstanding photography skills;
- Outstanding photo and video editing skills;
- At least five (5) years' experience working in South East Asia;
- Experience working in remote areas; experience in India preferred;
- Proven ability to work in multicultural environment.

## COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

In consideration of the fees paid, the Consultant expressly assigns to NEAR any copyright arising from the works the consultant produces while executing this contract. All images (whether used for online or print purposes) must however bear the consultant's photo credit, as specified by international intellectual property rights. The consultant may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from NEAR.

**Please note:** This ToR is intended to convey information essential to understanding the scope of the assignment and the general nature and level of work performed by consultants within this job. The ToR is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

## APPLICATION PROCESS

All applications should be sent to [jobs@near.ngo](mailto:jobs@near.ngo) by **18<sup>th</sup> September, 2018** with **"Photographer - Guatemala (All Regions)"** on the subject line.



The selection committee will review all applications as they arrive. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered.

Each application package should include the following:

- Cover letter with the applicant's current contact information. The letter should be no longer than two pages;
- Proposal for the consultancy assignment with methodology; addressing the selection criteria including how the candidate's previous experience matches the consultancy objectives as well as their interest for the position.
- Company or the bidding firms profile for review.
- CV of the consultant (including detailed work experience, education/degrees, and details of similar assignments)
- Professional References (minimum of three, with complete contact information).

**All applicants must meet the minimum requirements described above. Only short listed candidates will be contacted. Adeso is an equal opportunity employer.**