

**Terms of Reference for Photographer and Videographer
for Coverage of Tameer Hamqadam Project**

Project	Strengthening linkages between the village council and women community groups to reinforce women’s participation in local governance Tameer Hamqadam’ (together for development) project.
Assignment:	Converge of project events
Number of Positions	1
Duration	22 days
Last date to apply:	20-10-2022
Submission to:	hr@cpdi-pakistan.org

About CPDI:

Centre for Peace and Development Initiatives (CPDI) is an independent, non-partisan and a not-for-profit civil society organization working on issues of peace and development in Pakistan. It is registered under Section 42 of the Companies Ordinance, 1984 (XLVII of 1984). It was established in September 2003 by a group of concerned citizens who realized that there was a need to approach the issue of peace and development in an integrated manner. CPDI seeks to inform and influence public policies and civil society initiatives through research-based advocacy and capacity building in order to promote citizenship, build peace and achieve inclusive and sustainable development. Areas of special sectoral focus include promotion of peace and tolerance, rule of law, local governance, transparency and access to information, budget watch, media development, electoral reforms, legislative strengthening and democratic development.

A. Introduction the Project

The assignment s under the project Strengthening linkages between the village council and women community groups to reinforce women’s participation in local governance Tameer Hamqadam’ (together for development) project. Given the limited role of the local women including the vulnerable groups (refugees, IDPs, women, youth, minorities, and people with disabilities) in local governance, the proposed strategy, facilitates elected council (VC/NC) and women to create community groups whereby their collective voices are framed and presented in a holistic manner to find their way in the planning process at the local level. The proposed project **“Tameer Hamqadam” (Together for Development)** aims to facilitate a structured two-way communication and cooperative linkages between the village/neighborhood council and the community groups through women Parent Teacher Council (PTCs), lady Health Worker (LHWs) and Women Activist groups for improved participation of the women and vulnerable groups in the local governance. For this project, 3 VC/NC will be selected from district Peshawar.

B. Assignment:

The photographer will provide photographic and video coverage, as directed by CPDI of planned events, meetings or other photo/video coverage, for immediate use on CPDI’s

websites and social media accounts.

The photographer will be recruited as a local consultant (for 22 days over Six months) to create a comprehensive photo gallery and audiovisual product/s of TAMEER HAMADAM project. This will imply covering the progress of event activities on ground, starting immediately. Prior to any event coverage the Ahead of each specific activity, detailed instructions on the expectations of coverage (e.g. the consultant will ensure the visibility policy of GIZ and CPDI) will be provided.

C. Task to be performed

1. Work closely with Project staff to produce high quality photographic images.
2. Use different techniques to enhance the photographs as required.
3. Make short video clips of the events/trainings.
4. Make short video interviews of the participants of the training.
5. Use appropriate and modern technologies to get desired results.
6. Use artistic knowledge to enhance and composed photographs.
7. Review sets of photographs and select the best results.
8. Any other task assigned.

D. Deliverables and payment

Deliverable
Pictures and short video clips per event. Short interviews (1-2 minute) of the participants
Submission of final product edited video clips and edited interviews with sub-titles in English.

E. Required Qualification and Competencies:

1. 10 years' experience as a photographer in a comparative industry or media related activities.
2. Technical know how of photography and lighting.
3. Flexible to travel to location as required by the project activities.
4. Candidate with technical equipment will be preferred who can operate various photographic equipment such as single lens reflex cameras and digital cameras. and lighting
5. Excellent verbal and written communication skills will be additional asset.
6. Work experience with GIZ and Local Government will be preferred.

F. Duration / Time frame:

22 Working days are allocated for the assignment starting after signing the contract.

G. Reporting:

Photographer shall report to the Project Manger of the project.

H. Termination of Contract:

If it is established through continuous process of monitoring that consultants/firm is not working according to objectives specified in the contract or consultant/firm has lost interest in the work or speed of work is such that meeting timelines is beyond the control of the consultant/firm; CPDI can immediately terminate the contract. There shall be no liabilities on CPDI, financial or otherwise, except those contained in this agreement.

Note: The materials submitted by the interested candidates/firms should be inclusive of costs incurring on: meetings, travelling to the identified districts and offices including provincial headquarters, logistic arrangements and other incidentals expenses required for the completion of the assignment and applicable taxes, as on this account, no separate expense will be entertained/paid by CPDI.

J. How to Apply:

Interested Individuals/Firms can send their CVs/Profile highlighting the relevant experience with cover letter indicating name of assignment at: hr@cpdi-pakistan.org. The cover letter must include per day rate/fee in PKR (inclusive of all costs as mentioned in aforementioned **Note**) to perform the assignment.

*Late submissions will not be entertained