TERMS OF REFERENCE

**Photography of IAP 2 Case Stories**

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| **Title** | Photography of IAP 2 Case Stories |
| **Purpose** | Production of IAP Project still photographic images |
| **Locations** | Lusaka, Southern, Northern and North Western Provinces |
| **Expected Contract Duration** | 33 days |
| **Starting Date** | June 2022 – December 2022 |
| **Deadline for application** | 14th June 2022 |
| **Open to** | Individual consultants or Firms |

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| **A. Background** |
| SNV Netherlands Development Organisation (SNV) is a non-for-profit international development organisation founded in the Netherlands in 1965, with local presence in over 25 developing countries in Asia, Africa and Latin America. SNV provides advisory services, knowledge networking and supporting advocacy in the agriculture, water, sanitation and hygiene and renewable energy sectors. Driven by the Sustainable Development Goals (SDGs), SNV makes a lasting difference in the lives of people living in poverty by helping them raise incomes and access basic services.  **The Innovations Against Poverty Phase II (IAP2) Project**  Innovations Against Poverty (IAP) is a specialised programme developed to identify and support innovative Inclusive Business ideas be it in products, services and business models that can contribute to the fight against poverty, unlock their entrepreneurial potential, catalyse inclusive growth, and fuel more sustainable economic development. IAP provides funding to companies that engage the urban and rural low income population as innovators, entrepreneurs, producers, consumers, or distributors. |
| **B. Aims and Objectives** |
| In view of the above, SNV is seeking the services of a photographer to produce a photo bank that will capture success stories of its implementing partners (companies).  **Objectives**   1. To produce photos that will feed into case studies of IAP 2 accomplishments and the changes that have occurred at the individual and community levels. These photos will be used to market the project and will be incorporated into subsequent project evaluation efforts. 2. To ensure that a repository is established within the IAP Sharepoint site. 3. To capture photographs that will be used in print, video and web-based media. The photographs will also be made available for use by the companies for their own profiling and advertising purposes   In addition to Lusaka, the photographer will also be expected to travel to Southern and Northern provinces where the project is being implemented to conduct interviews and capture photographs of farmers, factory workers, distributors, IAP staff, implementing partners, and  other relevant stakeholders in order to compile, analyze, and synthesize case studies |

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| demonstrating the project's social, environmental and commercial impact. | | | |
| C. Tasks | | | |
| **Photography**  High-resolution photographs, edited and captioned  **Report**  A report on all photography, including names and contact details of all individuals interviewed and original copies of signed consent forms filled out by each interviewee/ photo subject.  Visit selected 15 project sites (Lusaka, Northern and Southern) and interact with representatives from the companies, local communities/beneficiaries who have been impacted by the IAP project to get context and content. The sites will be selected as follows: **Lusaka Province**- Industrial area, Kafue and woodlands, **Southern Province**-Kalomo, Kazungula and Siavonga. **Northern Province**: Kasama, Mporokoso and Lunte, and **North-Western Province**  – Solwezi and Lumwana.  Develop the plan and storyboard and perform appropriate photo shoot interviews with the  projects’ beneficiaries and stakeholders. | | | |
| **D. Scope of Study** | | | |
| **TECHNICAL PROPOSAL**   * Based upon the scope of the assignment, the consultant is expected to submit along with their proposal, a production schedule, a brief proposal describing the type of photographs it would produce if awarded the contract. Bidders should demonstrate professional competency in their submissions. * Bidders must be able to demonstrate their capability to produce work of the highest quality through the submission of past work and at least three references from their present/previous clients.   The Technical Proposal should clearly and specifically cover but not necessarily be limited to: | | | |
|  | **Criterion** | **Percentage** |  |
| Interpretation of the Terms of Reference: Demonstrations of the understanding of the work to be done, a proposed work approach and methodology | 15% |
| Creativity: A proposed design and production approach demonstrating innovation and ingenuity | 30% |
| Capacity: Copies of CVs or portfolio for the key staff or company profile in case of a firm for the proposal should be attached to the application. | 15% |

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|  | | A detailed work plan, which must include clear timetable/ schedule of the work activities that will be performed | | | | 20% | |  |
| Samples: performance reference- including size of past similar contracts and contacts | | | | 20% | |
| **FINANCIAL PROPOSAL**  The financial proposal should provide a clear and detailed breakdown of all costs that would be associated with undertaking the entire project, together with the proposed payment schedule. (Note that WHT of 15% on fees to be deducted at source).  Only proposals that have attained a rating above 70% in the technical evaluation will proceed to the financial evaluation stage. | | | | | | | | |
| **E. Methodology & Timeline** | | | | | | | | |
| Activity Responsible Deadline  Signing of the contract Procurement/ 22/06/2022 Project Manager  Submission of schedule and planned Photographer 23/06/2022 content to be produced  Review of schedule and proposed Communications 28/06/2022 content Officer/ Project  Manager  Photo shooting Photographer Refer to photo shoot schedule below  Editing/ cleaning of photos and Photographer After every shoot of an adding summary narrative of the activity  photo (s)  Review of the photos Communications After every shoot of an Officer/ Project activity  Manager  Final Edit/ cleaning Photographer 20/12/2022  Approval of the photos Project Manager 23/12/2022 | | | | | | | | |
|  | **Photo Shoot Schedule** | | | | | |  | |
|  | **Activity #** | | **Activity** | **Location** | **Period** | |
|  | 1 | | Commissioning of Offgrid Boxes | Kalomo and /or Kazungula | 09/07/2022 - 12/07/2022 | |
|  | 2 | | Harvesting and Distribution of fish to women distributors | Siavonga | 16/07/2022 - 19/07/2022 | |
|  | 3 | | Pictures of the entrepreneur, the team, business premises, the products & services | Lusaka and Siavonga | 01/07/2022 - 03/07/2022 | |

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|  | 4 | Small scale farmland owners harvesting or selling their produce | Liteta | 08/08/2022 - 10/08/2022 |  |
|  | 5 | Sanitation facility, company staff and customer experience | Lusaka and Solwezi | 09/09/2022 - 10/09/2022 |
|  | 6 | Purchase of seed from smallholder farmers and installation of mobile containers | Kasama | 13/08/2022 - 16/08/2022 |
|  | 7 | Commissioning of beverage production plant and recruited sales agents | Lusaka | 27/07/2022 - 30/07/2022 |
|  | 8 | Sorting, handling and stitching activities by factory workers | Lusaka | 19/08/2022 - 23/08/2022 |
|  | 9 | Stocking of seed in Agrodealer shops and customer experience | Lusaka | 28/11/2022 – 02/12/2022 |
|  | 10 | Training of small holder farmers and customer experience | Lusaka | 05/12/2022 - 09/12/2022 |
| *For areas out of Lusaka, work is 3 Days from the indicated period depending on confirmation of activity from company. Maximum of 4 days of travelling (to-and-fro) and 1 day of shooting. For Lusaka locations, you pick a day from the indicated period to shoot. This totals to a maximum of 33 Days.* | | | | | |
| **F. Deliverables and Payments** | | | | | |
| Payments will be processed as follows:   * Initial 30% payment in June after contract signing * 25% payment in July after shooting, editing/cleaning photos from activity 1, 2, 3 and 7 * 15% payment in August after shooting, editing/cleaning photos from activity 4, 6 and 8 * 25% Final payment in December after shooting, editing/cleaning photos from activity 5, 9 and 10 and upon submission and approval of assignment report | | | | | |

# Qualifications of the consultant

The service provider will be required to have the following:

More than 5years experience working in similar field and a qualification related to photography or still films production will be desirable.

Extensive experience in producing development work related success stories and documentaries for international organizations with the aim of reaching both local and international audiences.

Experience in working with International NGOs.

Excellent technical capacities (state of the art filming equipment preferably High Definition) to ensure smooth and high-quality production.

Experience in development communication.

# Applications

Each application should include the following:

* Cover letter with the applicant’s current contact information including how the candidate’s previous experience matches the assignment objectives as well as their interest for the position (no longer than two pages);
* Technical proposal on how they intend to carry out the assignment including during pre-production, production, and post-production, with timeframes.
* Financial proposal/detailed budget for the assignment.
* Brief presentation of the team, with CVs, Portfolio and functional responsibilities of the key people to be engaged in the production of the documentary.
* Two professional references or letters of recommendation from previous clients.
* Samples of previous similar assignments: online portfolios and links to video work/documentaries.

# Mandatory requirements:

1. For Zambian national individual consultants: copies of Tax Registration certificate TPIN, CV, recent bank statement and proof of physical address/residence
2. For a firm registration documents: Company profile, Certificate of incorporation, Valid tax clearance certificate, Valid ZPPA certificate, TPIN Certificate and the most recent tax clearance certificate.

Failure to provide a full package of documents listed above will result in disqualification of the whole bid. Only Shortlisted Candidates will be contacted.

Proposals and inquiries/queries should be submitted via email to: The Contracts and Procurement Department: [Zambiaprocurement@snv.org](mailto:Zambiaprocurement@snv.org) Proposals should be submitted by 5:30pm on 14th June 2022.