

## Joint Integrated Local Development Programme

### Terms of Reference

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Job title:	Photo and video services provider
Duty Station:	Chisinau Moldova
Section/Unit:	Joint Integrated Local Development Programme
Type of Contract:	Individual Contract
Deadline:	May 5, 2014
Starting Date:	May 15, 2014
Duration of Assignment:	May 15 – December 31, 2014 - <b>up to 60 working days</b>

### Job Content

#### I. BACKGROUND

On April 5, 2012 the Parliament of the Republic of Moldova adopted the National Decentralization Strategy that represents the main policy document in the field of local public administration and establishes the national mechanisms in the field of decentralization to ensure genuine local autonomy.

Prior to the adoption of the Strategy, the Government benefited from the support provided by the Joint Integrated Local Development Programme (JILDP) implemented by UNDP and UN Women and funded by the Government of Denmark. Given the stringent need to further advance with the implementation of the Decentralization Strategy, and building on the successful cooperation with the Joint Integrated Local Development Programme, the State Chancellery together with United Nations have designed a new Programme phase of the Joint Integrated Local Development Programme to support the implementation of the Decentralization Strategy at policy and local levels.

The Overall Objective of the Programme is to support better and equitable service provision and sustainable local development, facilitated by the improved legal and institutional framework resulting from the implementation of the National Decentralization Strategy. The Immediate Objectives of the Programme are:

- To support the Government in improving the policy and legal framework as mandated by the National Decentralization Strategy to ensure local autonomy, availability of resources, and more effective local management for better and equitable service provision.

- To improve the capacity of LPAs to deliver efficient, equitable and accessible local public services, to facilitate sustainable development and foster social inclusion.

The Programme is implemented and advocates for using Human Rights Based Approach (HRBA) and Gender equality (GE) which calls for greater participation, accountability, transparency and non-discrimination in all national and local development processes. Communication on decentralization reform was acknowledged as one of the most important elements that need improvement, as efficient communication and public awareness are crucial for the success of the reform. The JILDLP will assist the Government in implementing the Decentralization communication and public awareness strategy, as well as disseminate information about the progress reached in its 30 target communities across Moldova. This will ensure awareness raising and transparency of the decentralization process for all potential stakeholders, beneficiaries and concerned authorities/partners, especially the most vulnerable and affected communities and groups of population.

## II. SCOPE OF WORK

The objective of this consultancy service is to ensure an increased transparency of the JILDLP intervention at the local level, and all types of projects implemented in its 30 target communities, including projects using the inter-municipal cooperation (IMC) tool to provide services to clusters of communities, by creating a representative pool of photos and raw video materials to showcase the respective activities.

The photos will showcase the progress in works and activities included in the respective projects, but will maintain a human-oriented approach. Photos should include women, minorities, children, and rural people in their households. 10% of produced photos should be portraits.

**IMPORTANT NOTICE:** The photos and video materials produced during this assignment will be copyrighted by the UNDP Moldova and cannot be used without proper acknowledgment.

## III. TASKS AND ESTIMATED WORKLOAD

The assignment will require the completion of the following tasks:

<b>Tasks and Activities</b>	<b>Estimated workload (days)</b>
Produce quality photos from JILDLP target communities showcasing the progress of implemented projects: <ul style="list-style-type: none"> <li>- LPA capacity building projects</li> <li>- Community development projects</li> <li>- Local economic development projects</li> <li>- Improved service provision projects</li> <li>- IMC projects in clusters of communities</li> <li>- Anti-corruption activities in local high schools</li> </ul>	35
Produce raw video materials from JILDLP target communities showcasing the progress of implemented projects: <ul style="list-style-type: none"> <li>- LPA capacity building projects</li> <li>- Community development projects</li> <li>- Economic development projects</li> <li>- Improved service provision projects</li> </ul>	20

- IMC projects in clusters of communities	
Produce quality photos from other JILDP activities (all in Chisinau):	
- Training programs for LPAs	
- Quarterly Mayors' Meetings	
- Round tables, conferences, presentations	5
<b>Total up to 60 days out of these 20 days in the field on his/her own travel expenses.</b>	<b>60</b>

#### IV. ORGANIZATIONAL CONTEXT

Under the direct supervision of the Programme Manager, the Photographer will closely work with the Senior Program Officer, the Communication, Capacity Building and other consultants, other members of the JILDP team, including facilitators that work in 30 JILDP target communities.

In order to complete the assignment, the Photographer should expect to travel extensively to JILDP target communities (included herein), *and visit each JILDP target community at least once*, in close coordination with the JILDP team and community facilitators. If the travel plans are in line with JILDP's travel arrangements to respective communities, JILDP can provide transportation. Otherwise, the Photographer will include travel expenses in his/her financial proposal for the days in the field.

#### V. DELIVERABLES AND TIMEFRAME

The assignment should be carried out within a period of 7.5 months, not exceeding 60 working days. For the purpose of this assignment, a working day will include at least 6 hours spent on the job, including travel. Attending and filming/shooting at brief events (not exceeding 2.5 hours) will be calculated as ½ day of work.

	<b>Deliverables</b>	<b>Deadline</b>
1	At least 5 quality photos from each of 10 target communities, showcasing the progress in implementing: <ul style="list-style-type: none"> <li>- LPA capacity building projects</li> <li>- Community development projects</li> <li>- Improved service provision projects</li> <li>- Anti-corruption activities in local high schools</li> </ul> Total 50 photos, including 5 different portraits	30 June 2014
2	At least 20 minutes of quality raw video material shot in at least 10 JILDP target communities showcasing the progress in implementing: <ul style="list-style-type: none"> <li>- LPA capacity building projects</li> <li>- Community development projects</li> <li>- Improved service provision projects</li> </ul>	30 June 2014
3	At least 5 quality photos from each of 10 JILDP target communities (different from pts. 1-2) showcasing the progress of implemented projects: <ul style="list-style-type: none"> <li>- LPA capacity building projects</li> <li>- Community development projects</li> <li>- Economic development projects</li> <li>- Improved service provision projects</li> </ul>	30 August 2014

	<b>Deliverables</b>	<b>Deadline</b>
	Total 50 photos, including 5 different portraits	
4	At least 5 quality photos from each of 5 JILDP clusters of communities, where IMC projects are implemented Total: 35 photos	30 August 2014
5	At least 20 minutes of quality raw video material shot in at least 15 JILDP target communities (pts. 3-4) showcasing the progress in implementing: <ul style="list-style-type: none"> <li>- Community development projects</li> <li>- Improved service provision projects</li> <li>- IMC projects</li> </ul>	30 August 2014
6	At least 5 quality photos from each of 10 target communities, showcasing the progress in implementing (pts. 3-4): <ul style="list-style-type: none"> <li>- LPA capacity building projects</li> <li>- Community development projects</li> <li>- Improved service provision projects</li> <li>- Anti-corruption activities in local high schools</li> </ul> Total 50 photos, including 5 different portraits	30 September 2014
7	At least 5 quality photos from each of 5 JILDP clusters of communities, where IMC projects are implemented (different from pt. 4) Total: 35 photos	30 September 2014
8	At least 30 minutes of quality raw video material shot in JILDP target communities (pts. 6-7) showcasing the progress in implementing: <ul style="list-style-type: none"> <li>- Community development projects</li> <li>- Improved service provision projects</li> <li>- IMC projects</li> <li>- Anti-corruption activities in local high schools</li> </ul>	30 September 2014
9	At least 30 quality photos from JILDP activities in Chisinau: <ul style="list-style-type: none"> <li>- Training programs for LPAs</li> <li>- Quarterly Mayors' Meetings</li> <li>- Round tables, conferences, presentations</li> </ul>	30 November 2014
10	At least 30 quality photos from at least 10 JILDP target communities showcasing the progress in the projects implemented in those communities between September and December 2014	31 December 2014
11	Final Report on implemented activities	25 December 2014

The JILDP Senior Project Officer will approve all deliverables after consultations with members of the JILDP team.

## **VI. QUALIFICATIONS AND SKILLS REQUIRED**

### Qualifications:

- High School diploma and formal training in photography and video production. University degree in photography and video production preferred.

### Experience:

- At least five years of experience in producing photo and video materials. Experience in outside shots, in filming/shooting for development projects and programs and awareness campaigns.
- Experience in similar positions in a UNDP and/or other international projects will constitute an advantage.

Abilities:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Fluency in oral and written Romanian and Russian
- Sensitivity and respect for human rights and gender equality
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.

The United Nations Development Programme in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.