

## CONSULTANT SERVICES PROCUREMENT NOTICE

Date: 25 March 2015

**Country:** Republic of Moldova

**Description of the assignment:** Part-time photographer services rendered to UN Women Moldova Programmes

**Project name:** Women in Politics Programme- 00091401  
UN Women Country Office- 00084077  
Women Migrant Workers- 00089355  
Joint Integrated Local Development Programme - 00085799

**Period of assignment/services:** 1 May- 31 December 2015

**Technical proposal** and **financial proposal** should be submitted **on-line** no later than 17 April 2015.

Requests for clarification only must be sent by standard electronic communication to the following e-mail [elena.ratoi@unwomen.org](mailto:elena.ratoi@unwomen.org).

Please notice that this address is for information requests only, please do not send or copy your application package to this address.

UN Women staff will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

### 1. BACKGROUND

UN Women is one of the 16 agencies present in Moldova that has been actively working in Moldova since early 2007 (under UNIFEM). It extended continuous support to the Government of Moldova to key stakeholders from national and local levels, through various programmes and activities aimed at creating an enabling environment for gender equality, recognized as a prerequisite for sustainable development with a strong and active policy on gender equality.

Under the approved Strategic Note for 2014-2017, UN Women in Moldova, as a full-fledge Country Office, will continue supporting UN concerted efforts on promoting gender equality and women's empowerment, coordinating the work on GE and WHR, leading Civil Society Advisory Group, advancing introduction of temporary special measures and increasing women's leadership and participation in decision making in public and private sectors, securing women's access, especially from rural areas to productive resources and services, providing social protection to the most excluded groups of women such as Roma and disabled; leading UN agencies efforts for ending violence against women and girls, promoting and protecting rights of migrant women. To implement these initiatives, UN Women Moldova country team will focus its activities in four distinct areas, specifically: Women in Politics, Women's Economic Empowerment, Eliminating Violence against Women and Girls, Women Migrant Workers, as well as Policies, Plans and Budgets that are engendered. It is important to note that all planned results will be achieved through implementation of a comprehensive country program supplemented by various projects with core and cost-sharing funds raised at the country level, as well as supported by HQ and Brussels liaison office.

UN Women places an important emphasis on communicating to beneficiaries and partners its development assistance results, as well as the donors' contribution to their achievement. For this purpose, UN Women Moldova seeks to embark on a series of targeted communications interventions that would show-case the results of programmes activities and their ultimate impact on beneficiaries. This is particularly important when communications efforts are geared toward resource mobilization, and donor countries are increasingly insisting on documented results to demonstrate value for money. In the current funding environment that is defined by the economic and financial crisis and dwindling Official Development Assistance (ODA), a priority concern of the organization's communications efforts must therefore be to capture the change that UN Women's interventions have made on women's lives.

As a part of UN Women work in Moldova there are also planned a series of missions of international experts and consultants, as well the organization of various events such as conferences, workshops, roundtables, study visits, trainings, with participation of national counterparts and international organizations and invited international consultants to promote UN Women at country level, ensure visibility of the programmes implemented and reach out

the target audience/beneficiaries. A prudent approach is to have on hand a long-term agreement with a photographer who can be brought on board to address visual communications needs on an ad hoc and as-needed basis. The photographer will ensure proper reflection and coverage of the event as well as will contribute to building of a pool of photographic evidence and promotion materials, which can be further used as support for adequate representation of the agency and its activities, awareness and advocacy initiatives, and ensure presence on the national media stage and even international media stage. Also, as UN Women in Moldova activities will be reflected on its Social Media pages, but also on UN Women Regional Office website, a proper reflection is desirable.

In view of documenting the activities and creating a pool of image resources UN Women Moldova seeks to hire a photographer for providing timely and qualitative still photography services.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

The scope of this assignment is to provide high quality photography services, when required (with advance notice). The photographer will be required to have his/her own equipment (a semi-professional or professional DSLR camera, lenses, flashes and all other necessary accessories) and be available for travel immediately as needed to the area where UN Women Moldova Programmes operate in order to cover various events and topics. The transportation and logistical arrangements will be ensured by UN Women Moldova Programmes. For detailed information, please refer to Annex 1- Terms of Reference.

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### I. Academic Qualifications:

- Degree in arts, media, communications, journalism or other related areas.
- Formal training in still photography

### II. Years of experience:

- At least 3 years work experience in photography in social/development area with an international organization;
- Proven ability in photography and ability to assimilate and communicate complex visual messages in an engaging and user-friendly manner (*sample portfolio to be provided*);
- Prior experience of working with UN agencies, NGOs and INGOs and understanding of the development sector is required (*sample photographs taken from various donor or government led events*)

### III. Competencies:

- Advanced knowledge and skills of MS Office, including Corel Draw, Adobe Photoshop and other editing tools is required

### IV. Language skills:

- Fluency Romanian and Russian. Knowledge of English will be an asset.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Duly filled Personal History Form (PHF11)/CV including records on past experience in similar projects/assignments and specific outputs obtained;
- Letter of Interest with justification of being the most suitable for the work, vision and working approach;
- Sample of report/policy paper or any other similar working paper produced;
- Financial proposal (in USD) - specifying an all-inclusive fixed total contract price, supported by a breakdown of costs as per template provided in TOR.

## **5. FINANCIAL PROPOSAL**

### **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

## **6. TRAVEL**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UN Women does not accept travel costs exceeding those of an economy class ticket. Should the consultant wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UN Women Moldova and the Consultant, prior to travel and will be reimbursed.

Under this assignment, there are envisaged up to 3 travel missions (representing up to 30 working days) to Moldova.

## **7. EVALUATION**

For detailed evaluation procedures please refer to Annex 1- Terms of Reference

### **ANNEX**

#### **ANNEX 1 – TERMS OF REFERENCES (TOR)**

#### **ANNEX 2 – CONDITIONS OF SERVICE - CONSULTANT**