

CONSULTANT SERVICES PROCUREMENT NOTICE

Date: 12 February 2020

Country: Republic of Moldova

Description of the assignment: Photographer.

Project name: UN Women Moldova

Period of assignment/services: 100 working days within 18 months from the contract signature

Requests for clarification only must be sent by standard electronic communication to the following e-mail iulia.cerevco@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, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. The work of UN Women in Moldova is guided by its new Strategic Note (SN) for 2018-2022, which is aligned with the Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022 and the Global Strategic Plan of UN Women. The Strategic Note focuses on three main areas:

1. Strengthening women's participation in politics and decision-making
2. Economic empowerment of women, and
3. Ending violence against women and girls.

To achieve progress under these areas, UN Women works with variety of national (government, civil society, private sector) and international partners to advance the implementation of existing international and national commitments to women's rights and gender equality, it facilitates networking and exchange of good practices and advocates for women's rights and gender equality in all areas of life. As a part of UN Women work in Moldova there are planned a series of events such as conferences, workshops, roundtables, study visits, trainings, for which visibility needs to be ensured and target audience reached. A prudent approach is to have on hand a long-term agreement with a photojournalist who can be brought on board to address visual communications needs on an ad hoc and as-needed basis.

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

Under the overall guidance of the Programme Specialists and direct supervision of Communications Officer and/or Communication Associate, the photographer provides high quality photography services, when required (with advance notice). The photographer demonstrates a client-oriented approach, tact and ability to work with people of different national and cultural backgrounds. The photographer ensures effective and efficient provision of services, full confidentiality in all aspects of assignment, management of information flow and follow-up on deadlines and commitments made.

For detailed information, please refer to Annex 1- Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- University Degree preferable in an area related to this position (journalism, production, fine arts or other related);
- Formal training in photography is an asset;

Experience:

- At least 3 years of work experience in photography in social/development area
- 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*)
- Advanced knowledge and skills of MS Office, including Corel Draw, Adobe Photoshop and other editing tools is required
- National and/or international awards and prizes in photography, would be an asset.

Language Requirements

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

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested candidates are invited to submit their online applications with the following documents.

- Duly filled Personal History Form PHF11/CV (downloadable from http://www.unwomen.org/wp-content/uploads/2011/01/P_11_form_UNwomen.doc);
- Letter of Intent to include a brief overview about which of your previous experiences makes you the most suitable candidate for the advertised position;
- A selection of photos (no more than 10) featuring stories and portraits of women and girls, including from various social, age and professional groups; plus descriptive captions;
- A selection of photos (no more than 10) from various events.

5. FINANCIAL PROPOSAL

Financial proposal (with breakdown of fee on a per day and a per half-day basis, which would also include delivery of at least 15 electronic photos per a specific event). The financial proposal shall include a breakdown of this lump sum amount (daily rate and number of anticipated working days), Please see Annex I: Price Proposal Guideline and Template and Annex II: Price Proposal Submission Form

6. TRAVEL

UN Women will ensure transportation to local communities. UN Women will not cover transportation cost within Chisinau.

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