

Terms of Reference

Project Title: Photography Support for ICIMOD

Contract Modality: Individual Consultancy

1. Background

The International Centre for Integrated Mountain Development (ICIMOD) is an intergovernmental knowledge and learning centre dedicated to the Hindu Kush Himalaya (HKH) region. Based in Kathmandu, Nepal, ICIMOD works across its eight regional member countries: Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Their mission is to improve the lives and livelihoods of the HKH's population while protecting mountain environments and cultures. ICIMOD generates knowledge and facilitates its sharing to empower HKH communities to be more resilient, seize opportunities, and prepare for change. Additionally, their work strengthens regional cooperation for conservation and sustainable mountain development.

2. Objective

ICIMOD requires the services of a skilled and experienced Photographer **located within the Hindu Kush Himalaya (HKH) region**. This photographer will capture compelling visual content that supports their various mountain development initiatives. These photographs will be used for:

- Raising awareness about critical mountain issues.
- Showcasing ICIMOD's work and achievements.
- Educating stakeholders and the public.
- Advocating for policy change and promoting sustainable practices.

3. Responsibilities

The Photographer will work under the guidance of the ICIMOD Communications Unit and collaborate closely with relevant project teams and ICIMOD's inhouse photographer. Key responsibilities include:

- **Pre-production:**
 - Participate in project meetings to understand communication objectives and target audiences.
 - Develop creative concepts for photographic content, considering locations, subjects, and storytelling techniques.
 - Assist in planning potential photo shoots, including logistics and travel arrangements (if applicable) within the HKH region.

- Secure any necessary filming permits, if required.
- **Production:**
 - Conduct photo shoots on location within the HKH region, capturing high-quality images using professional photography equipment.
 - Ensure photographs capture the essence of the project theme and target audience.
 - Document diverse aspects of ICIMOD's work and the HKH region.
 - Obtain informed consent from individuals photographed, adhering to ethical guidelines.
- **Post-production:**
 - Select and edit photographs for optimal visual impact and clarity.
 - Organize and categorize photographs according to project requirements.
 - Prepare high-resolution digital files in agreed-upon formats and specifications.
 - Caption photographs with relevant information (e.g., location, subjects, description).
- **Delivery:**
 - Deliver final photographs to ICIMOD Communications Unit.
 - Provide a detailed breakdown of project costs, if applicable.
 - Participate in photo review and feedback sessions with the ICIMOD team.

4. Skills and Qualifications

- Proven experience in professional photography, with a strong portfolio showcasing work on environmental or social justice issues (preferred).
- Excellent visual storytelling skills, with a keen eye for composition and detail.
- Experience working in remote locations within the HKH region is essential.
- Strong understanding of digital photography equipment and post-processing techniques.
- Excellent communication, collaboration, and time management skills.
- Fluency in a local language spoken within the HKH region and English is a strong asset.
- Cultural sensitivity and a deep understanding of the Hindu Kush Himalaya region are essential.

5. Deliverables and Timeline

The specific deliverables and timeline will be finalized based on the agreed-upon project scope. However, they will typically include:

- A detailed photography plan outlining shoot locations, subjects, and themes within the HKH region.
- High-resolution digital photographs in agreed-upon formats and specifications.
- Captions for each photograph, including relevant information.
- A detailed breakdown of project costs (if applicable).

6. Reporting Requirements

The Photographer will report to the designated ICIMOD Communications Unit staff and provide regular progress updates throughout the project.

7. Budget, if applicable

The Consultant should provide their per-day fee rate in USD, inclusive of applicable taxes. The consultant who is based outside Nepal is responsible for tax payments in their home country, following their home country's tax law.

8. Contract Duration and Termination

The contract duration will be determined based on the specific project requirements. Standard termination clauses will be included in the final contract.

9. Selection Process

Interested candidates **residing within the Hindu Kush Himalaya (HKH) region** should submit a proposal outlining their experience, skills, a relevant photography portfolio, and a proposed approach for a sample ICIMOD project, and hourly or project rates by sending an email to hrod@icimod.org with the following documents:

A brief technical knowledge proposal demonstrating sound knowledge, technical skills, and capability required by the nature of the work and understanding of the requisite tasks set forth in the terms of reference.

- Up-to-date CV/resume
- A financial proposal inclusive of all taxes
- At least two positive references/ recommendations from past employers/ clients
- A copy of the citizenship certificate/ passport for identity verification

Only shortlisted candidates may be invited for an interview.