



## Mekong River Commission

For Sustainable Development

### TERMS OF REFERENCE

#### 1. CONSULTANCY SUMMARY

<b>Title:</b>	Photographer/Videographer (Regional Consultant)
<b>Consultancy Type:</b>	Special Service Agreement
<b>Division:</b>	Office of the Chief Executive Officer
<b>Duration:</b>	15 days from February to November 2021
<b>Duty Station:</b>	Home-based and travel to sites within Cambodia
<b>Reporting to:</b>	Chief Strategy and Partnership Officer
<b>Expected Deliverables:</b>	A minimum of 260 photos, with at least 65 best shots, and a series of 15 edited video footages or a combination of a 60 min long video footage

#### 2. BACKGROUND AND OBJECTIVES OF THE CONSULTANCY

The Mekong River Commission (MRC) was established by the 1995 Agreement on Co-operation for the Sustainable Development of the Mekong River Basin, between the governments of Cambodia, Lao PDR, Thailand and Viet Nam. The role of the MRC is to coordinate and promote cooperation in all fields of sustainable development, utilization, management and conservation of the water and related resources of the Mekong River Basin.

The MRC Secretariat is the operational arm of the MRC. It renders technical and administrative services to the Joint Committee and the Council to achieve the MRC's mission in promoting and coordinating sustainable management and development of water and related resources for the countries' mutual benefit and the people's well-being.

The Office of the Chief Executive Officer (OCEO) within the Secretariat is tasked, among others, to lead and support cross-cutting activities of the MRC including strategic organisational planning, stakeholder engagement and communication, partnerships, monitoring and evaluation, and gender mainstreaming. Within the communication part of the OCEO, the Office is charged with increasing knowledge of the MRC and its functions among stakeholders and the public; increasing public awareness on the social, economic and environmental state of the Basin, and the need for transboundary approaches in planning and development; and developing mechanisms for awareness raising in all the Divisions within the Secretariat. Producing public information materials as a tool to disseminate MRC expertise to a wider public in various forms and languages is one of the key areas.

In this context, the OCEO is recruiting a photographer/videographer consultant to take high quality photos and videos on topics relevant to major MRC work that promotes sustainable governance of the Mekong River and its resources.

Specifically, the assignment aims to produce high quality photos and video footage for the MRC’s publications, exhibitions and websites as well as other promotional work of the MRC in general. The consultant is required to produce eye-catching, engaging and story-telling photos and videos that present a changing landscape of the Mekong River and that increase visual effects to capture audience’s attention.

This consultancy is also sought for updating MRC’s general photo archive for promoting MRC’s specialties in water management.

**3. EXPECTED RESULTS**

A minimum of 260 photos, with at least 65 best shots, and a series of 15 edited video footages or a combination of a 60 min long video footage should be produced.

**4. DELIVERABLES AND CONCRETE TIMELINES**

The consultant must deliver final products of a minimum 260 photos and 60-min long edited video in high-resolution (JPEG/PNG for photos with at least 4,200 x 2,800 pixels), including 66 best shots in both JPEG/PNG and RAW.

All photos and videos should be taken from various angles, including those using drone, and must be mixed with portrait and landscape images and gender-balanced.

The photos must be filed in electronic form or external format (hard drive, CD, or flash card) by theme, site or country. Each of the photos and videos should be filed with a file name that describes each image/video for easy identification and searching. Separate contact sheets in Word document must be provided with detailed information of context of photos (such as date, location, name of people, organisation, and descriptions of actions captured in the photo/video).

<b>Deliverables and expected quality/quantity</b>	<b>Expected time investment (days)</b>	<b>Timeline</b>
<b>Photo</b>		
Min. 50 photos taken in Phnom Penh’s Chaktumok, with at least 15 best shots, that capture scenes of sand mining, human activities on the water, navigation, buildings along the river/urbanisation, floods and/or drought.	1.5	Feb–Mar
Min. 50 photos taken in Tonle Sap’s Kampong Kleang and Kampong Pluk of Siem Reap, with at least 15 best shots, that capture floating houses on silts, navigation, fisheries, human activities on the Lake, and drought/flood.	2	Feb–Mar
Min. 50 photos taken in Prey Veng (Neak Loeung), with at least 15 best shots, that capture vegetation activities along the riverbank, the Tsubasa Bridge, life	2	Mar–Apr

on the river, navigation, landslides/riverbank collapse, irrigation and agriculture activities		
Min. 60 photos taken at the Cambodia-Laos border in Stung Treng and Kratie with at least 15 best shots, that capture scenes of big trees in the river, livelihood activities, islands	3.5	Aug–Sep
Min. 50 general photos (with 15 best shots) of sunset/sunrise (on the river), various drought scenes, rainfall, human faces/emotions	1.5	Feb–Nov
<b>Video</b>		
A series of at least 15 edited video footages taken from the ground and from drone (2–5 min each of the series or a combination of 60 min long) that capture scenes of life on the Mekong River/Tonle Sap, climate change (flood and drought), travel down/up the river, the Tsubasa Bridge, sand mining/land reclamation, riverbank erosion, navigation, floating houses on silts, etc.	4.5	Mar–Nov
<b>Total</b>	<b>15</b>	

This delivery time is indicative only. Actual shooting and filing schedules will be determined after initial discussion upon contract signing.

## 5. REQUIRED TASKS AND RESPONSIBILITIES

The assignment involves a range of tasks. These include planning of shooting locations and travel schedule in Cambodia, shooting photos and videos in the fields, and post-production of editing and filing of photos and videos with captions.

The consultant is required to travel to various locations in Cambodia to capture images/videos about the Mekong River, its related resources and inhabitants. In particular, the consultant is expected to:

- Capture scenes of life on the Mekong River/Tonle Sap, floating houses on silts in Tonle Sap, climate change (flood and drought), travels down/up the river (waterway transport), the Tsubasa Bridge, sand mining/land reclamation, riverbank erosion, navigation, and ecosystems
- Ensure that there is a combination of portrait and landscape photographs taken from different angles, including from drone
- Ensure that the photos be filed in electronic form or external format by theme, site or country. A distinct file name that describes each image/video should be assigned to each file for easy identification and searching
- Ensure that separate contact sheets in Word document be provided with detailed information of context of photos (such as date, location, name of people, organisation, and descriptions of actions captured in the photo/video).

## 6. PAYMENT MODALITY

This position is paid in lump sum in two installments based on the agreed daily rates, upon satisfactory delivery of high quality photos and videos of each indicated site. The final payment can be made with a satisfactory performance appraisal by the MRC Secretariat.

*Note: Consultancy rate is defined by the MRCS consultancy rate policy and the level of consultancy. MRC is a tax-exempted agency for the work done for the MRC. Consultant, in case mission is required, will be covered with a return ticket to and from the assigned duty stations with a daily related subsistence allowance of 75% of the UN for the mission days.*

## **7. INTELLECTUAL PROPERTY RIGHTS**

Intellectual property rights - IPR: Information, data, database, knowledge resources in the forms of briefings, reports, proceedings, articles, essays, etc. issued by and for the MRCS will be the MRCS property.

Any utility, announcement and disclosure that are without MRCS highest levels of authority' permission is considered illegal and will be charged by relevant local and international legal procedures.

## **8. DECLARATION OF NON-FRAUDULENCE AND PROTECTION OF PERSONAL DATA**

The Subscriber shall adhere to the MRC's relevant rules and regulations of the MRC on personal data protection, business exclusion, and fraud prevention and anti-corruption principles, and shall be under strict disciplinary measures should any violation occurs.

## **9. WORKING ARRANGEMENT**

The assignment duration is from February to November 2020 with an estimate of 15 actual working days (MRC's work day consists of 7.5 hours of work) altogether. **Travel days to site locations are not counted as working days.**

The consultant will work mostly from home during the pre- and post-production phases, with frequent communication with personnel of the OCEO:

- Direct supervisor: Chief Strategy and Partnership Officer
- Communication line: Communication personnel of the OCEO

## **10. QUALIFICATIONS AND REQUIREMENTS**

This is a regional/riparian consultancy position that is open to those who reside in Cambodia only. All applicants must possess:

- A minimum of bachelor's degree in photojournalism, photography, videography, film, communications or a related discipline
- At least five years of solid experience in the field of professional photojournalism with a good portfolio of photo and video products on the Mekong, development or environmental issues
- Experience with the use of a variety of digital cameras, including drone, and expertise in shooting in various lighting conditions

- Adequate equipment and facility, including HD cameras, an editing machine and applications, and other necessary photo and video production tools
- Ability to produce photo products as defined the OCEO
- Knowledge of natural resources management and environmental awareness is desirable
- Good understanding of the Mekong River Basin’s socio-economic and environmental contexts
- Work experience with international, inter-governmental organisations preferred
- Good command of written and spoken English.

**Interested individuals are required to submit proposals consisting of two parts:**

- Technical proposal (cover letter, CV, portfolio/work samples, a list of clients, contact information of three references)
- Financial proposal: lump sum fee or daily rate.

**11. SIGNATURE BLOCK**

MRCS:

Full Name: Dr. Anoulak Kittikhoun

Incumbent’s Full Name: \_\_\_\_\_

Title: Chief Strategy and Partnership Officer

Signature: \_\_\_\_\_

Incumbent’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_