

Terms of Reference
Production of photographs on
“Working Conditions in the Rural Sectors with a focus on Women”
USDOL Funded ILO Project on Improving Workers Rights in Rural Sectors of the Indo-Pacific with a focus on Women

I. Background Information

The International Labour Organization (ILO) is implementing the project on Improving Workers Rights in Rural Sectors of the Indo – Pacific with a focus on Women, which aims to contribute to ensuring and sustaining improved working conditions, especially for women workers, through the improvement and promotion of labour laws compliance in the rural sectors in the Philippines and Indonesia.

The project seeks to improve the capacity of government, employers’ and workers’ organizations in the promotion of compliance with labour laws, occupational safety and health (OSH) and gender equality and works at various levels (at the national, sectoral/ industry, workplace, supply chain/ value chain and community levels), taking on approaches aimed at systematically addressing decent work deficits in target subsectors.

One of the key components of the project is to support project partners from the government, employers and workers in communication and visibility efforts and public information campaigns that will support promotion of compliance to labour standards, protecting women workers, including on OSH, within the supply and value chains of the agriculture, fishing and mining sectors. ensuring compliance to these standards. Central to the planned communication and visibility efforts are images to be used in giving a clear picture and in creating human interest stories in line with the labour issues covered by the Project.

With this, the Project wishes to commission the production of stock photos that depicts the working conditions of men and women workers across the supply or value chains of rural sectors in agriculture, and fishing. It may also include images on social dialogue mechanisms and engagements between the government, employers and workers organizations that promote improved compliance to labour standards, OSH and gender equality across the value or supply chains of these target sectors.

The production of these photos will be utilized in the development and rolling out of gender-responsive information, education and communication (IEC) materials on labour standards and OSH by the Project, as well as employers and workers’ organizations in target sectors (Output 2.1.1.1). Consequently, it contributes to the achievement of the project’s **Short-Term Outcome 2.1.1** on *“Improved capacity of employers’ and workers’ organizations to promote compliance to gender, labour laws, and OSH in the supply chain of target sectors”* through the development and roll out of gender -responsive information, education and communication (IEC) materials on labour standards and OSH in the target sectors. The images and footages to be taken shall be based on information and materials provided by the project and shall adhere to ILO and USDOL standards and guidelines.

The commissioned photos will be shared in the ILO Flickr to contribute to updating and expanding the ILO stock photos, which will be very useful to promote the activities of the ILO and the importance of capturing the journey (participants, results, learnings, and success stories) of the communities in the development of water projects in their areas, including but not limited to publications, posters, web pages, social media and publicity material concerning the same. Thus, it is necessary to commission local photographers to take photos.

All photos become the property of the ILO and all rights shall be vested in the International Labour Organization including, without any limitation, the rights to use, publish (including the Web), or distribute the photos and video footages privately or publicly. The photographer must seek permission from the ILO on the use of the photos.

With this, the ILO invite qualified Service Providers (individual professional photographers or production firms and multimedia production companies) having relevant experiences and qualifications in delivering similar product services as mentioned in this Terms of Reference (TOR) to bid. Only a single technically responsive and financially viable vendor/ service provider will be selected following ILO procurement rules/procedures and awarded with the contract for the expected deliverables and outputs as per the TOR.

II. Objectives of the Consultancy

This initiative will be undertaken to capture good images in relation to the Project on “Improving Workers’ Rights in the Rural Sectors of the Indo-Pacific with a focus on Women”, in line with its aims to promote target activities, including but not limited to publications, posters, webpages, social media and publicity material concerning the same.

III. Assignment

The Service Provider shall travel in the Project areas to take photos and carry out the following production processes to produce and provide the ILO of the target outputs:

1. Contextual photos of workers and employers in the workplaces, focusing on the rural sectors in agriculture, and fishing in the project’s target areas. These photographs/ footages should show elements of the workplace in the background.
2. Pictures of labour inspectors conducting inspection visits or engaging in dialogue with employers and workers would also be welcomed. These photographs should show elements of the workplace in the background. To the extent possible, these images should show OSH prevention and controls measures such as good housekeeping and work organizations measures, notices of information, labelling of chemicals, machine guards, personal protective equipment (PPEs) etc.
3. The workers and employers photographed shall be conducting their regular activities, or shall look at the camera
4. Most images should convey a positive message (in particular regarding the body language of the person photographed)
5. Regarding images with labour inspectors, photos should illustrate a workplace visit or a conversation with the employers and the workers
6. Images conveying the idea of social dialogue shall be sought
7. A mix of pictures showing a single worker/employer, or a group of several workers shall be provided
8. Some high-quality images of tripartite platforms/meetings could also be useful

The photographs should avoid the names of the companies visited.

Use

These photographs will be used by the ILO to illustrate various communication tools: report covers, promotional brochures, web illustrations, posters, etc. for both the project implemented in Indonesia, Philippines and the overall Safety + Health for All flagship programme.

Style

All photographs should form a homogeneous series allowing the reader to identify them as belonging to the same series. The different themes and sectors should be clearly identifiable from the photographs. The photographs should have both an artistic and an educational dimension.

IV. Duration of engagement and main outputs:

ILO will engage the services of the Service Provider from 4 September to 13 September 2022 for a total of six (6) working days, two (2) days shoot photos in each project areas and two (2) days post-processing on the photos afterwards. A max six (6) travel days would be allocated to the contract. Details of the timeline is indicated in Section VI on “Schedule of delivery of target outputs and payments” below.

The Service Provider agrees to supply the following outputs to the ILO:

1. All high-resolution original/raw and edited photos, including a folder of at least 200 selected photos with detailed captions for submission to ILO Office Indonesia, Philippine and ILO Geneva via WeTransfer to add in the global Flickr account, taken will be stored in an external hard drive, minimum resolution of 6 million pixels, with accompanying notes, captions and consent forms (Annex 2 & 3)

External hard drive containing all high-resolution photos for review of the ILO with accompanying notes, captions and consent forms (Annex 3: Photo consent form), including a folder of selected photos, minimum of 200, with detailed captions for submission to ILO Office Indonesia, Philippine and ILO Geneva via WeTransfer to add in the global Flickr account, completed to the satisfaction of the ILO by deadline

The ILO must have all rights to the photos. All images become the property of the ILO and all rights shall be vested in the International Labour Organization including, without any limitation, the rights to use, publish (including the Web), or distribute the photographs, privately or publicly. A selection of photos will appear on the ILO's internal and external photo database.

A hard copy of all the captions will be submitted and an electronic copy stored in the external hard drive for submission to the ILO.

Photos must be digital. The photographer should choose the best angle and take as many photos as possible, with sensitivity to proper lighting.

The photographer should ensure that the subject is in focus and give attention to the background. It is crucial that the image will convey the intended story. Images of a subject should also vary such as looking directly at the camera at eye level to make it more engaging or indirectly to convey a story. It should also be a mixed of landscape and portrait shots.

Photos should contain people working in conditions of security, freedom, equity and human dignity. The photos should be used in a manner which respects human dignity without causing prejudice to any party or stereotypes, while ensuring gender balance.

Photos should convey strong messages, which words cannot describe to draw people's attention, generate interest and foster action or support to ILO programmes.

The Service Provider warrants that he/she is the exclusive owner of all the intellectual property rights in the photos.

The Service Provider warrants that he/she has all permissions needed for exploitation by third parties of any of the rights in the photos. The photographer will obtain photo consent from minors/individuals and groups (see Annexes 2 to 3 for the consent forms). The photographer should ensure that images will not include individuals or groups who refused to have their photos taken.

The Service Provider shall transfer to ILO all the intellectual property rights of the photos forming the subject of this Agreement, including but not limited to, the rights of reproduction, representation, adaptation, publication, distribution and dissemination. ILO shall guarantee to the Photographer that his/her name will appear on any medium of reproduction in the following manner:

© ILO/Name of Photographer/ Service Provider

The Service Provider shall, for the purposes of this Agreement, have the status of an independent contractor. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between ILO and the Photographer.

All photos and videos become the property of the ILO and all rights shall be vested in the International Labour Organization including, without any limitation, the rights to use, publish (including the Web), or distribute the photos, privately or publicly. The Service Provider must seek permission from the ILO on the use of the photos.

ILO shall always guarantee to the Service Provider free access to these originals but will secure appropriate permission.

V. Areas, proposed schedule and other tasks to be covered by the assignment

To perform the task of taking photo in project areas, the Service Provider will have for a total of four (4) days for field photography in the Project areas indicated below. The Service

Provider will coordinate with the Project team in setting the arrangements for photo and video shoots in the following project areas:

Agriculture (Palm Oil) – Kutai Kartanegara, East Kalimantan

- Max 6 Days – PT REA KalTim (require air travel from/to Jakarta, land and river travel from Samarinda to the PT REA KalTim plantation and factory)

Fishing (tuna) – Bitung, North Sulawesi

- Max 4 days- PT Sinar Pure Foods International (require air travel from/to Jakarta and land travel Manado to manufacture area of PT SPFI and Port of Bitung)

VI. Schedule of delivery of target outputs and payments:

Proposed timeline for field photo shoots:

Schedule	Activity
19 August	Start of contract engagement
22 August	Submission of Output 1
24 August – 26 August	Travel arrangements, coordination of photo shoots in target areas Processing of 1 st tranche of payment
29 -31 August	Travel, field photo shoot in area Palm Oil
5 - 7 September	Travel, field photo shoot in area Fishing
13-14 September	Post-processing and selection of photos
16 September	Submission of Output 2
20 - 23 September	Processing of clearances and 2 nd tranche of payment

- **1st set of outputs on or before 22 August 2022:**
Submission of production plan highlighting themes for the photo shoot with the corresponding schedule and secured permits for the photo shoot. The production plan will also include list of people and groups to be met as well as project sites to visit. The consultant should purchase the most direct ticket, non-Garuda and economy class. ILO will reimburse the ticket based on the actual cost by showing/provide the original invoice/receipt.
- **2nd set of outputs on or before 23 September 2022:**
External hard drive containing all raw and edited high-resolution photos, minimum resolution of 6 million pixels, with revised accompanying notes, captions and consent forms (Annex 2 to 3: Photo/video consent form), completed to the satisfaction of the ILO.

The ILO must have all rights to the photos. All images become the property of the ILO and all rights shall be vested in the International Labour Organization including, without any limitation, the rights to use, publish (including the Web), or distribute the photographs, privately or publicly.

The photographer has to seek permission from the ILO on the use of the photos using the form (Annex 4).

Deliverables	Payment tranches
Output 1: on or before 22 August 2022 1. Submission of production plan highlighting themes for the photo with the corresponding schedule and secured permits for the photo shoot. The production plan will also include list of people and groups to be met as well as project sites to visit. 30% payment to cover the flight tickets and DSAs in two provinces	30%
Output 3: on or before 23 September 2022 2. External hard drive containing all high-resolution photos for review of the ILO with accompanying notes, captions and consent forms (Annex 3: Photo consent form), including a folder of at least 200 selected photos with detailed captions for submission to ILO Geneva via WeTransfer to add in the global Flickr account, completed to the satisfaction of the ILO by deadline	70%
Total	100

The payment to the Service Provider shall be inclusive of professional fees of the consultant, travel and accommodation for field photography, local transportation and other miscellaneous expenses that will be identified in the submission of proposal/quotation to the ILO.

VII. Management Arrangements

The Service Provider will establish all communications and work in close coordination with the National Project Coordinator, with support from the ILO Senior Communication and Information Management Assistant, ILO Programme officials and ILO technical specialists backstopping the project. All the tasks related to this assignment will be carried out in close coordination and consultation with the Project team and ILO CO – Jakarta.

VIII. Requirements

The interested parties must submit their proposal with the following information:

1. Company/Organisation profile (for Service Providers, production firms/companies) or curriculum vitae (for External Collaborators/consultants), including links to sample works

2. At least 2 years of experience and expertise in photography, photojournalism; proven track record of on-time delivery
3. Experience working with the United Nations (UN) and the ILO is preferred
4. System for Award Management (SAM) registration under the United States Federal Contractor Registration (USFCR) is required for Service Providers/production firms.
5. A proposed production plan for the project introductory videos describing how the contractor will go about the commissioned work
6. A proposed budget, covering professional fees, daily rate of production team members, estimated additional expenses, etc. Proposed budget or overall cost should be VAT exempt. (See Annex I for reference)

The proposal must be submitted by **12:00 midnight (Jakarta time), 1 August 2022**, through Mr. Januar Rustandie, National Project Coordinator, and Dewi Budhiwaskito, Project Admin at januar@ilo.org and dewi@ilo.org.

Annex 1: Budget proposal template

Items	Description	Amount
Professional fee		
Air travel:		
Area 1		
Area 2		
Area 3		
Land travel, Area 4 (Camarines Norte)		
Accommodation		
Area 1		
Area 2		
Area 3		
Area 4		
Meals		
Area 1		
Area 2		
Area 3		
Area 4		
Others		

Annex 2: Photo caption file in Excel format

Sample from HQ

FILE NAME	PHOTOGRAPHER	DATE TAKEN	PLACE	ENGLISH CAPTION
_DSC3075.jpg	Kivanc Ozvardar	2020/01	Gaziantep, Turkey	A young Turkish employee working in the industry sector in Gaziantep, Turkey. Most of his colleagues are Syrian. Gaziantep is one of the cities with the highest Syrian population back then 2011, the beginning of the conflicts.



ADD NAME AND DATE OF YOUR EVENT HERE

Annex 3: Group photo consent form

During the [insert name of the event] taking place on [insert date], the ILO would like to take photographs to promote its work and advocate for decent work. Any photograph taken may be used and reproduced by the ILO, or by a third party authorized by the ILO, in any material developed for the purposes of ILO's activities, worldwide, whether in print or electronic format, including through ILO social media sites.

By signing this Form, you acknowledge that you may appear and be recognizable in the photographs to be taken during the [name of the event]. You further agree to being so photographed, without expectation of compensation or other remuneration, now or in the future, and to those photographs being used and reproduced as described in the above paragraph. No names will appear with the photos.

Name	Signature	Email/Contact Details	Date