



Annex 2 - TERMS OF REFERENCE

FOR THE CONSULTANCY CONTRACT OF: _____ *(Full Name of Consultant)*

1. **Duty Station of the Consultancy:** Bishkek, Kyrgyzstan
2. **Duration of Consultancy:** 27 March – 28 April 2023
3. **Nature of the consultancy:** Hire a photographer to capture high resolution images and produce two videos on simulation exercises (SIMEX) on public health emergencies.

4. **Project Context and Scope:**

The control of communicable diseases is at the foundation of the well-established public health measures in border management. Recently, a needs assessment has been conducted at six Points of Entry (POEs) to assess the soft and hard capacities of the national border health-related entities. The assessment revealed the urgent need for capacity building for staff working at PoEs, in particular, implementing procedural algorithms which regulate the work of frontline workers at PoEs in line with the International Health Regulations (IHR) and WHO recommendations.

In this light, IOM, in cooperation with the Ministry of Health, will conduct two full-scale simulation exercises (SIMEX) to improve the capacity of health and non-health staff at the targeted PoEs on how to effectively respond to risks related to COVID-19 and other infection diseases at the Points of Entry. The two SIMEX will take place on 3-5 April in Issyk-Kul and 12-14 April in Osh.

The hired photographer will capture high resolution images of moments in action during SIMEX and produce two videos capturing the SIMEX (one video per event).

5. **Organizational Department / Unit to which the Consultant is contributing:**

Programme department, in the framework of the project: KG10P0529/MA.0587

6. **Objective:** To capture high resolution images and produce two videos on simulation exercises (SIMEX) on public health emergencies.

7. **Category B Consultants: Tangible and measurable outputs of the work assignment**

The consultant is hired to deliver the following tasks on a final payment basis:

7.1 Tasks to be performed under this contract:

Headquarters:

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Tel: +41.22.717 91 11 • Fax: +41.22.798 61 50 • E-mail: hq@iom.int • Internet: <http://www.iom.int>

The tasks will likely include, but are not limited to the following:

- Attend SIMEX in Issyk Kul on 4 April 2023 to take photos and videos
- Attend SIMEX in Osh on 13 April 2023 to take photos and videos
- Produce at least 50 quality photographs and 1 video per SIMEX

7.2 Tangible and measurable outputs of the work assignment and delivery dates:

- First meeting with IOM Kyrgyzstan project team by 27 March 2023
- 50 photographs and 1 video per SIMEX by 21 April 2023
 - Images should be delivered in electronic format (.jpg, .png, .tiff, etc.). Digital images should be taken at a minimum 1800 high-resolution, be at least 300 dpi, and approximately 2500 x 1600 pixels each. Photograph size can vary from 4x6 to 5x7. The size of each photo: max 3 MB;
 - The video should be about three minutes long

8. Technical and behavioral requirements:

- Creates a respectful office environment, free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).
- Effectively applies knowledge of labour migration and recruitment processes.
- Correctly frames the factors contributing to financial inclusion among returned and prospective labour migrants in Kyrgyzstan.
- Plans work, anticipates risks, and sets goals within area of responsibility.
- Interact with interviewees in a respectful and appropriate manner.
- Involvement in similar and/or relevant consulting or professional services

9. Education, Experience and/or skills required

- At least 3 years progressive experience as a photographer and prior experience on taking photographs in undertaking similar work of projects/activities;
- At least a high school certificate but possession of a degree or diploma or training in photo journalism will be an added advantage;
- Must use own photography equipment capable of delivering high resolution jpeg or raw files (300 dpi at 2610 x 3900 pixels);
- Must have the technical equipment needed for the shooting and editing including cameras, etc;
- Provide adequate lightening systems including camera light as well as any additional light equipment deemed necessary;
- Should be able to take over the shooting of relevant photographs;
- Should give creative input to the photo shooting overall;
- Must guarantee timely delivery of photographs;
- Ability to work under limited timing would be an asset;
- Fluency in Kyrgyz and Russian; fluency in English is an advantage.

10. Travel required

- Travel to Issyk-Kul and Osh are required. Travel to Issyk-Kul and Osh will be covered (accommodation, food, and transportation).

11. Competencies

Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner; is action-oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.