

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



MINISTRY OF TOURISM
REPUBLIC OF MALDIVES



Terms of Reference (TOR) for Individual Consultant

Photographer

1) Title:

Photographer, Ministry of Tourism (MoT)

2) Description:

The objective is to provide photographic and video coverage, and Live events on twitter as directed by the Ministry of Tourism, of assigned events, meetings or other photo/video reportage, for immediate use on Ministry's websites and social media accounts. The images will also be used to illustrating publications, websites, newsletters and institutional magazines. Photographs may also be used by the media and other partners on request as a resource to portray the work of the Ministry. The photographer will follow guidelines in the development of his/her assignment, which will be provided by the Ministry.

The Photographer will be working under the direction and supervision of Minister of Tourism and Communication Director.

3) Scope of work:

- The photographer will: - Photograph participants and event activities, as follows: horizontal and vertical photos; close-up, participants in action, participants engaging in activities of the Consultation. - High resolution jpeg or raw files (300 dpi at 2610 x 3900 pixels) photos of the event. - Video clips should be in high quality and adaptive to social media specifications. - Each photo and video should be edited.
- New conferences and other such events held by the Ministry should be live on twitter without any delays.

4) Deliverables:

- High quality photos of the event, activities and sessions being carried out.
- At least 10 video clips of 30 seconds of the event activities/session of individual or group of participants.
- Shall provide and transmit, under the advice of Ministry personnel, a selection of the best images and video files at the end of each day of work. Resize optimized images, if necessary, for transmission. Files should be sent either via wetransfer or dropbox to a contact person that will be identified as soon as the photographer is operational.
- Additionally, within one week of the completion of the Assignment, the Photographer will provide the entire take of all photographs and video clippings from the Assignment and a selection of approximately the 50 best photographs edited and optimized in high resolution with metadata in all of the photographs. Digital originals should be shot at the highest resolution that the camera permits. The minimum resolution accepted is 4000 pixels on the long side, saved as jpeg 10 or above. Each image from the optimized edit as well as the full take must include in the IPTC metadata: the full name of the photographer for photo credit, the name of the event, the date, the venue, and the city/country. If possible and relevant, names and titles should be included as well.
- Photographs/Video produced on the Assignment will successfully capture and emotionally express the core elements of the situation assigned for coverage. The coverage will include different visual perspectives (close-up, medium range, long distance), with a preference for horizontal framing, as noted. Photos will be technically good (properly exposed, framed, focused, and edits well optimized).

5) Institutional Arrangements

The Photographer will be working under the direction and supervision of Minister of Tourism and Communication Director.

6) Duration of work

- The duration of the work is of **12 months**, starting upon contract signature.
- The contract can be renewed with mutual consent

7) Place of work

Ministry of Tourism
5th Floor, Velaanaa Building
Ameer Ahmed Magu
Male', Maldives

8) Work Experience and Qualifications Required

- must have with prior experience in photographing and taking video clips in similar projects/activities.
- must use own photography/videography equipment capable of delivering high resolution jpeg or raw files (300 dpi at 2610 x 3900 pixels).
- must guarantee timely delivery of photographs.
- bilingual skills (English/Dhivehi) is preferred.
- Proven leadership, teamwork, and interpersonal skills. Ability to work under limited timing would be an asset.
- Provide standard consent forms Other relevant information or special conditions, if any: Copyright and Rights

9) Remuneration:

- Monthly salary of MVR 20,000/- (Maldivian Rufiyaa Twenty Thousand Only)