



## TERMS OF REFERENCE

### 1. CONSULTANCY SUMMARY

<b>Title:</b>	Vietnamese National Photographer
<b>Consultancy type:</b>	Special Service Agreement
<b>Division:</b>	Office of the Chief Executive Officer
<b>Duration:</b>	Each photographer will have 9 working days (including travels from April to May 2024)
<b>Duty station:</b>	Cambodia, Laos, Thailand and Viet Nam
<b>Reporting to:</b>	Chief Strategy and Partnership Officer and the Communication Officer for Outreach
<b>Expected deliverables:</b>	high quality photos and drone videos on topics relevant to the Mekong River and the MRC work

### 2. INTRODUCTION AND BACKGROUND

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, utilisation, 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) in the Secretariat leads cross-cutting activities of the MRC. This includes strategic organisational planning, stakeholder engagement, communication, partnerships, monitoring and evaluation, and gender mainstreaming. In terms of communication, the OCEO aims to increase knowledge of the MRC among stakeholders and the public, raise awareness about the Mekong River Basin's social, economic, and environmental state, and develop awareness-raising mechanisms within the Secretariat.

The Mekong State of the Basin Report (SOBR) 2023, a flagship report of the MRC, plans to publish in June 2024. The SOBR provides an overall picture of the status of the Mekong River Basin in terms of its ecological health, the social and economic circumstance of its people, the changing climate, and the degree to which cooperation between basin countries is enhancing these conditions as envisaged under the 1995 Mekong Agreement. The SOBR forms an integral part of the basin planning cycle, being the first step in a five-yearly process of adaptive management to guide basin stakeholders in reviewing and refining their implementation of the 10-year Basin Development Strategy.

In this context, high-quality photos are required for communication materials to effectively showcase the MRC's activities across all areas of its work, with a particular focus on supporting the visual representation of the SOBR 2023.

### 3. OBJECTIVES OF THE CONSULTANCY

The MRC Secretariat is hiring four national consultants from the four member countries to take photos of the Mekong River and related activities in Cambodia, Laos, Thailand and Viet Nam. The photos will be also used for the publication of SOBR 2023 as well as other communications materials and activities of the MRC.

The photographers are expected to provide high quality photos and drone videos to reflect all facets of the Mekong River and the MRC activities in the four member countries.

### 4. EXPECTED RESULTS

Each national photographer is required to visit a minimum of three locations along the Mekong River in their respective countries. Their task is to capture a minimum of 180 high-quality photographs and produce six drone videos for each country. The selection of these locations will be through discussion between the Secretariat and consultants.

### 5. DELIVERABLES AND TIMELINE

Each national photographer will have 9 days to deliver the followings:

<b>Deliverables and expected quality/quantity</b>	<b>Expected time investment (days)</b>	<b>Deadline</b>
180 high quality photos and 6 drone videos taken in 3 locations along the Mekong River	9	20 May 2024
<b>Total</b>	<b>9 days</b>	

### 6. REQUIRED TASKS AND RESPONSIBILITIES

The assignment involves (1) shooting photos in the fields; and (2) post-production of editing and organizing photos with captions and narratives.

Each national photographer will be required to visit at least three locations along the Mekong River in their respective countries. Each consultant is expected to capture a minimum of 180 high-quality photos, each with a resolution of 150 to 300 dpi. Additionally, they will need to produce six drone videos, each approximately 2 minutes in duration, with a resolution of 4K. The specific locations will be decided through discussions between the Secretariat and consultants.

The consultant will have to capture images of the following topics:

- Agriculture and irrigation
- Climate change (including impacts of climate change / extreme weather conditions, and solutions)
- Mekong's unique eco-systems and biodiversity
- Fisheries
- Flood and drought, if possible
- Navigation (waterway transport)
- Hydropower (for Laos only)
- Data collection of hydromet stations along the river.

The photos need to have a balanced presentation of landscape, livelihoods of people including both man and women, portraits of Mekong people, and families living along the Mekong River.

60% of the photos need to be in landscape orientation with the remaining 40% in portrait orientation. Additionally, 20% of the total photos will be captured by drone. Each photo must feature a descriptive caption, specifying the location where the photo was taken and providing contextual information. Consent from individuals is required for photos featuring people.

## **7. PAYMENT MODALITY**

This position is paid based on daily rates upon satisfactory submission of final text for each or a group of publications assigned. The consultant is required to submit an invoice with supporting documents for each payment. DSA and relevant travelling expenses, if incurred, will be provided in accordance with the MRC guidelines.

*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.*

## **8. 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.

## **9. 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.

## **10. WORKING ARRANGEMENT**

The assignment will require the consultant to work remotely from his/her home country with frequent communication with personnel of the OCEO.

- Director supervisor: Chief Strategy and Partnership Officer
- Communication line: Communication Officer for Outreach

## **11. QUALIFICATIONS AND REQUIREMENTS**

The following are minimum requirements for a successful consultant for the position:

- Demonstrable prior experience in photographing and recording similar projects or activities with portfolio provided.
- Ability to deliver products according to specified technical requirements.
- Minimum five (5) years of work experience, including with public entities or international organizations in the region.
- Good command of oral English.
- Familiarity with natural resources management/environmental awareness is an asset.
- Compliance with all MRC's Rules and Regulations Regarding Consultancy Management and Contract Monitoring and Closure.
- Immediate availability will be considered an advantage.

Interested individuals are required to submit an application consisting of:

- Technical proposal: cover letter, CV, portfolio (10 – 30 work samples including photos, drone photos and links to drone videos).
- Financial proposal: lump sum fees or daily fees

**SIGNATURE BLOCK**

MRCS:

Full Name: \_\_\_\_\_ Incumbent’s Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Incumbent’s Signature: \_\_\_\_\_

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