

Terms of Reference

Photography and video field production

1. INTRODUCTION

Haiti is facing a protection and humanitarian crisis, marked by rising of violence, political instability and disasters. The humanitarian crisis has worsened considerably since the beginning of 2024 with the intensification of armed groups violence, particularly in the metropolitan area of Port-au-Prince and the Artibonite department, generating massive internal displacements. According to the report by the Office of the High Commissioner for Human Rights, 3,661¹ people were killed between January and June 2024. The crisis has also led to the forced displacement of more than 700,000 people, including 310,000 women and girls, more than half of whom are children.

Plan International is responding to the humanitarian crisis in Haiti. Speaking about this situation and communicating it effectively, requires a thorough understanding of the situation and the possibility to help others (governments, donors, internal and external stakeholders, etc.) understand the impact of the crisis and the exorbitant levels of need faced by the Haitian population, in particular children and adolescents. This includes the production of visual material that shows the reality and the problem from firsthand.

2. ABOUT PLAN INTERNATIONAL

Plan International is an independent, humanitarian and development organization that promotes children's rights and girls' equality. Working together with children, young people, our donors and partners, we strive for a just world, tackling the challenges faced by girls and all vulnerable children at their root.

We support children's rights from birth to adulthood, and support communities in adapting and responding to crisis and adversity. We have been building effective partnerships for children for more than 80 years and are active in more than 70 countries. Plan International has been working in Haiti for 50 years and has presence in more than 40 communities in 4 departments (South-East, North-East, Artibonite and West).

Plan International works to respond to the most acute humanitarian needs of the Haitian civilian population and to ensure their access to basic services, especially for children and adolescents as well as internally displaced persons (IDPs). So far, we have managed to scale up life-saving programmes in Haiti's south-eastern, north-eastern and Artibonite departments, amidst severe insecurity and violence, as well as difficulties in securing humanitarian access.

¹ <https://www.ohchr.org/en/documents/country-reports/ahrc5741-situation-human-rights-haiti-interim-report-united-nations-high>

3. GENERAL OBJECTIVE

Reflect the humanitarian and protection crisis faced in Haiti, showcasing the impact of **internal displacement, hunger** and other protection risks and humanitarian issues facing children and adolescents, especially girls, that are relevant to Plan International.

4. SPECIFIC OBJECTIVES

- Produce high quality photos that help understand the context of violence and humanitarian crisis in Haiti.
- Capture film footage that will help external audiences understand the complexities of the situation.
- Generate video recorded testimonies/ interviews with related b-roll.
- Support the development of testimonies and stories through a series of high-quality photos.

5. METHODOLOGY

- The method of work will be online for planning and coordination and on-site for content gathering in the field. Plan International will **provide guidelines, examples and instructions** to specify the type of content needed.
- Plan International will provide safeguarding and security instructions to the consultant to comply with our internal policies. The consultant must sign and comply with Plan International's **Safeguarding Policy as well as receive a safeguarding briefing.**
- Please ensure that anyone who is photographed consents to their images being used by Plan International in any country in the world, in all forms of media. **If you are photographing a child under the age of 18, it is also necessary to obtain the signed consent of their parent, guardian, or another responsible adult (Plan International will provide consent form).** *This consent form is property of Plan International. All images gathered for this project are property of Plan International and cannot be used for other purposes not considered by Plan International.*
- Please avoid obviously posed shots. **We want to show what life is really like for the people we work with and offer an honest portrayal of real situations.** Although we should not shy away from showing the struggle of everyday life, our images should portray people with dignity. Please do not take images depicting extreme suffering, or people who are dying.
- Every photograph should be accompanied by a caption, explaining who is in the photograph, where they were taken and what is happening. You can make the caption the file name or embed the caption into the digital file.
- All edited interviews must be subtitled to English. Plan International will provide a translation if needed.
- All material will be delivered as raw-unedited content as well as finished versions if editing is required. For the final video include the clean edited versions with no text or music.
- The consultant must consider the costs to move to the place where the content gathering will take place **Port-au-Prince (metropolitan area)** and have its own **professional equipment** (cameras, mics, drones, etc).

- The specific dates (1 month work) and amount of time in the field to produce the content will be agreed by Plan International and the consultant in the planning meetings. **The initial schedule of activities will be as follows:**
 - **Week 1:** Planning
 - **Week 2-3:** Content gathering in **Port-au-Prince (metropolitan area)**
 - **Week 4-5:** Transcript and translation, editing and final product.

If we are unable to work in Port-au-Prince, we will travel to the Artibonite department for one(1) week. Plan International will cover the transportation costs. The provider will be responsible for his/her accommodation.

6. DELIVERABLES

Deliverables	Detailed description
A minimum of 100 high quality photos (25 per day)	<ul style="list-style-type: none"> • Portraits of girls and their context. • Images of people and their living conditions in their everyday life. • Photos of Plan International staff giving responses in the field. • Photos of content related to forced displacement. • At least 5 photos of each story to support the interviews interviews/testimonies. • Photos of food availability at the markets • Photos that show the person's daily life in the IDP site; their personality, their life before the events, their family, their economic activities (if applicable); the IDP sites conditions. • Photos that capture their emotions (anger, fear, frustration, regret, etc.), and their dreams, etc. • The photos should be: <ul style="list-style-type: none"> ○ Very creative, with authentic visual narratives; ○ Respect the dignity of the subject, value their contribution and ensure their safety with regard to human rights.
Video recorded testimonies and b-roll.	<ul style="list-style-type: none"> • At least eight interviews will be conducted. • 4 edited and raw pieces to camera: 2 girls, 1 country director, 1 partner (1-minute maximum). • Approximately 15 minutes of raw unedited b-roll about the context. This must also include footage of Plan International staff or partners at work in the field; context, hunger, forced displacement, etc. • Drone footage of the area - the immediate environment of a camp (not necessarily where the subjects are located), infrastructure destroyed by violence, abandoned areas in Port-au-Prince, vandalized schools, health centers or any other establishment that provides services to women and girls; • Every edited video needs to be subtitled into English and Spanish.

	<ul style="list-style-type: none"> • Every edited video needs to be adapted into a vertical version for Instagram.
Interview transcription and translation in French or in English	<ul style="list-style-type: none"> • Transcription of each girl's interview with time codes, in French and English. The text must not be modified. What the girl says must be respected.

7. PROVIDER PROFILE

The service provider must be:

- A company or professionals in social communication, journalism, photography and film.
- Experience in field photography and video gathering.
- Demonstrated experience working with non-governmental organizations.
- Desirable experience working in subjects related to children's rights, diversity, inclusion and gender equality.
- Capacity to shoot stories in Port-au-Prince with flexibility to move to other departments if needed.

8. PLAN INTERNATIONAL'S RESPONSIBILITY

- Send all complete and updated information regarding the work of Plan International Haiti, along with its results.
- Provide on-site support when coordinating interviews.
- Always take care of safeguarding and protection protocols.
- Approve each piece of content or product prior to its release.
- Provide support and feedback if required.
- Coordination of the agenda and the interviews.
- Prepare the questions for the interview.

9. INDICATIVE BUDGET AND METHOD OF PAYMENT

- The service provider shall share an estimated breakdown of the costs, including the cost of each aspect; photography, videography.
- The form of payment will consist of 40% from the signature of the contract and 60% at the end of the consultancy.

10. COORDINATION & APPROVAL

Coordination. This consultancy will be carried out in close coordination with Plan International's Regional Office Communications and Plan International Haiti team on a virtual basis.

Lead person on behalf of Plan International / Supervision. The supervision and reception of the consultancy product will be in charge of the Regional Communications Manager, Horacio Garcete.

Approval. Approval of the consultant's deliverables will be with the Plan International Regional Office Communications team and Plan International Haiti.

11. DURATION OF THE CONSULTANCY:

The total time foreseen for the consultancy is 1 month from the signature of the contract. All products must be completed 1 month after the signature of the contract.

12. ETHICS STATEMENT:

Plan International is committed to ensuring that the rights of those involved in data collection or analysis are respected and protected in accordance with the corporate Monitoring, Evaluation and Research Ethics Framework and the Global Policy for the Protection of Children and Young People. The work to be undertaken will also consider other relevant institutional policies such as the Gender and Inclusion Policy, Anti-Fraud Policy, etc.

All applicants must include details in their proposal on how they will ensure ethics and child protection (where applicable) in the data collection process. Specifically, the consultant(s) will explain how adequate, safe and non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups (if applicable).

The consultant(s) will also explain how confidentiality and anonymity of participants will be ensured where applicable.

13. PRESENTATION OF THE PROPOSAL:

Please send your proposal by December 26, 2024, 4:00 pm to the following e-mail address:
Tender.Haiti@plan-international.org

All proposals must contain the following:

1. **ECONOMIC PROPOSAL:**

The same must include the cost of the fees for each product requested and the total cost of the consultancy. The Consultant shall be responsible for any bank commissions, fees or taxes that may apply.

2. **TECHNICAL PROPOSAL:**

The technical proposal should be no more than 6 pages in length and should include:

- A methodological proposal (how the work will be carried out, meetings, presentation of deliverables, approval of deliverables and suggested schedule for delivery of deliverables, etc.) - maximum 2 (two) A4 pages.
- Presentation of the consulting team/agency, their experience and similar work - 2 (two) A4 pages maximum.
- Copy of legal document of the consulting team/agency ratifying its existence - 1 (one) page.
- Address and contact numbers - 1 (one) page.

3. **PORTFOLIO**

- A portfolio that includes all the previous work related to this requirement.