

Terms of Reference

Photography and video field production

1. INTRODUCTION

Haiti is facing a deepening protection and humanitarian crisis, marked by escalating violence, persistent political instability, and recurrent disasters. Since 2021, the situation has significantly deteriorated due to the expansion of armed groups, particularly in the metropolitan area of Port-au-Prince and increasingly in the Artibonite and Centre departments, driving widespread insecurity and large-scale displacement.

As of early 2026, over 1.4 million people are internally displaced, with women and children disproportionately affected and exposed to heightened risks of violence, exploitation, and limited access to essential services.

In response, Plan International is delivering life-saving and resilience-building interventions, with a strong focus on children, adolescents, and internally displaced populations. Effective communication is essential to document the crisis, raise awareness, mobilize resources, and influence key stakeholders, including donors, partners, and decision-makers.

Within this context, Plan International seeks to engage a qualified Communication/Photography Consultant to produce high-quality, ethical, and impactful visual and storytelling content that reflects the lived realities of affected populations, while fully adhering to safeguarding and dignity principles.

2. ABOUT PLAN INTERNATIONAL

Plan International is an independent humanitarian and development organization that advances children's rights and promotes gender equality for girls. With over 80 years of global experience, the organization works in more than 70 countries, supporting children and young people from birth to adulthood and strengthening community resilience in the face of crisis and adversity.

Present in Haiti for over 50 years, Plan International operates in more than 40 communities across the West, Artibonite, South-East, and North-East departments.

In response to the ongoing humanitarian crisis, Plan International focuses on addressing urgent needs and ensuring access to essential services for vulnerable populations, particularly children, adolescents, and internally displaced persons (IDPs). Despite significant challenges related to insecurity and humanitarian access, the organization continues to scale up life-saving interventions and strengthen protection and basic services in affected areas.

3. GENERAL OBJECTIVE

Document and highlight the humanitarian and protection crisis in Haiti by capturing the impacts of internal displacement, food insecurity, climate change, and heightened protection risks affecting children and adolescents, particularly girls.

The collected material will be used to raise awareness, support advocacy and information-sharing efforts, and produce high-quality communication products that amplify the voices and experiences of affected communities, strengthen public and donor understanding of the crisis, and reinforce Plan International's humanitarian priorities and response efforts.

4. SPECIFIC OBJECTIVES

- Document the humanitarian and protection crisis in Haiti through high-quality visual content, highlighting the impacts of violence, internal displacement, and limited access to basic services.
- Capture video content that illustrates the scale, complexity, and human impact of the crisis for external audiences, including donors and partners.
- Collect and produce testimonies and interviews that highlight the experiences of affected populations, particularly children, adolescents, and girls.
- Support the development of human-interest stories through integrated visual and narrative content
- Ensure all content meets Plan International's safeguarding, ethical, and branding standards.
- Ensure all content meets the donors' visibility requirements in terms of logo, branding, and content focus.

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.*
- **All content will be property of Plan International and cannot be used for other purposes except for those Plan International agrees.**
- 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 in the file name or embed the caption into the digital file.
- All edited interviews must be subtitled to English. Plan International will provide translation if needed.

- All material must be delivered in three formats: **(1) the final edited version, (2) a clean edited version with no text, graphics, or music, and (3) the raw, unedited content.**
- The consultant must consider all costs implying the content gathering including, travel, hotel, food and other expenses and have its own **professional equipment** (cameras, mics, drones, etc).
- The specific dates within the two-month assignment period (September to October) and the amount of time required in the field for content production will be agreed upon jointly by Plan International and the consultant during the planning phase. **The tentative schedule is as follows:**
 - **Week 1:** Planning and preparation.
 - **Weeks 2-3:** Content collection in the Port-au-Prince metropolitan area and Artibonite. (3 days of field in each area)
 - **Weeks 4-5:** Transcription, translation, editing, and production of final deliverables.
 - **Weeks 6-8:** Review, revisions, finalization, and submission of all content products.

6. DELIVERABLES

Deliverables	Detailed description
A minimum of 100 high quality photos (25 per day)	• Portraits of girls in their living environments and communities. • Children and adolescents actively participating in Plan International activities. • Individuals and families in their daily lives and living conditions. • Plan International and partner staff delivering services and humanitarian assistance in the field. • Situations related to forced displacement and its impact on communities. • A minimum of 10 photographs per documented story, interview, or testimony to support storytelling and communication products. • Everyday life in Haiti beyond the humanitarian crisis, including: ○ Markets and commercial activity; ○ Community and neighborhood life; ○ People working and generating income; ○ Children going to and returning from school; ○ Landscapes, cultural practices, and community interactions. • Capture high-quality images of crisis-affected areas and surrounding communities, including locations such as Kenscoff, Nazon, and other relevant areas in Port-au-Prince metropolitan area. These photographs should provide visual context on affected communities, displacement dynamics, living conditions, local infrastructure, economic activities, and daily life, helping to establish a strong sense of place and enhance storytelling outputs. • Life within internally displaced persons (IDP) sites, including: ○ Living conditions; ○ Family interactions; ○ Livelihood and economic activities where applicable;

	○ Site environment and infrastructure; ○ Daily routines and coping mechanisms. ○ Images that authentically capture emotions, aspirations, resilience, and personal experiences. • Photos that capture their emotions (anger, fear, frustration, regret, etc.), and their dreams, etc. • The photos should be: ○ Be technically sound, creative, visually compelling, and publication-ready. ○ Demonstrate strong visual storytelling and human-centered narratives. ○ Prioritize candid and authentic moments whenever possible. ○ Respect the dignity, agency, and rights of all participants. ○ Portray participants as active agents of change and resilience rather than solely as victims. ○ Comply with Plan International safeguarding policies, ethical storytelling principles, and informed consent requirements. ○ Protect the safety, privacy, and well-being of all participants at all times.
Video recorded testimonies and b-roll.	• At least 10 interviews will be conducted. ○ 4 edited and raw pieces to camera: 2 girls, 1 country director, 1 partner (1-minute maximum); for Port-au-Prince ○ 6 edited and raw pieces to camera: 4 girls, 2 staff (1-minute maximum) for Artibonite • A minimum of 15 minutes of professionally recorded raw b-roll footage, including: ○ Humanitarian context and community environments. ○ Forced displacement and its impacts. ○ Food insecurity and related challenges. ○ Daily life and community resilience. ○ Plan staff and partners carrying out program activities. • Drone footage: ○ The broader environment surrounding displacement sites ○ Urban areas affected by violence and insecurity. ○ Damaged or abandoned infrastructure. • Schools, health facilities, and other essential services impacted by the crisis. • Relevant contextual landscapes that strengthen storytelling and advocacy efforts • Schools, health centers or any other establishment that provides services to women and girls; • Relevant contextual landscapes that strengthen storytelling and advocacy efforts. • For each edited video, the consultant shall deliver: ○ A clean edited version with no text, graphics, or music

	○ English-subtitled version. ○ Spanish-subtitled version. ○ Horizontal format suitable for web, presentations, and media use. ○ Vertical format optimized for Instagram Reels, Stories, TikTok, and other social media platforms.
Interview transcription and translation in French or in English	● Transcription of each girl's interview with time codes, in French and English. Their words must not be modified. What the girl says must be respected.

7. PROVIDOR PROFILE

The selected service provider (firm or individual consultant) must meet the following criteria:

- Be a qualified professional or company specializing in communication, journalism, photography, videography, or a related field.
- Demonstrate proven experience in professional photography and video production, particularly in field-based or humanitarian contexts.
- Have prior experience working with non-governmental organizations (NGOs), international organizations, or development actors.
- Demonstrate experience or strong understanding of key thematic areas, including children's rights, gender equality, protection, diversity, and inclusion.
- Possess the technical capacity to deliver high-quality visual and multimedia content, including access to professional equipment and editing software.
- Be able to operate in complex and insecure environments, including Port-au-Prince, with flexibility to travel to other departments if required.
- Demonstrate knowledge of ethical storytelling practices, including safeguarding, informed consent, and dignity-centred representation.
- Have strong communication and coordination skills, including the ability to work effectively with programme teams and community stakeholders.

8. PLAN INTERNATIONAL RESPONSIBILITY

- Provide relevant, accurate, and up-to-date information on programme activities, target locations, and results to support the consultant's work.
- Facilitate coordination and access in the field, including scheduling interviews, arranging meetings with stakeholders, and providing on-site support where required.
- Develop and validate key interview questions and messaging, ensuring alignment with communication objectives and advocacy priorities.
- Ensure compliance with safeguarding and protection policies, including guiding the consultant on informed consent procedures and ethical content production standards.
- Review and approve all content and deliverables prior to publication or external dissemination, in line with branding and quality standards.

- Provide timely technical guidance, feedback, and validation throughout the assignment to ensure quality and consistency of outputs.

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, and 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 / Supervision. The supervision and reception of the consultancy product will be in charge of the Regional Communications Manager.

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 2 months from the signature of the contract. All products must be completed within 2 months 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 **September 23th, 2026, 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.

All prices must be quoted in USD, and exclusive of taxes.

It is expected that prices will be fixed for the duration of the contract and quotes valid for a maximum period of 90 calendar days following the Closing Date of this tender. If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

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.

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

4. **SELECTION CRITERIA**

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to launching this Tender process

5. **TERMS & CONDITIONS**

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- Plan International will not be liable for any costs or expenses incurred in the preparation of your offer
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- Bidders are also required to sign and adhere to our Non-Staff Code of Conduct
- Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers

- Part of the evaluation process may include a presentation from the Bidder and a site visit by Plan International staff, where applicable and necessary
- Plan International reserves the right to alter the schedule of tender and contract awarding
- Plan International reserves the right to cancel this tender process at any time and not to award any contract
- Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan International does not bind itself to accept the lowest, or any offer
- Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable
- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive
- You have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Plan International's discretion
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Plan International in writing
- You declare that you are affected by no potential conflict of interest, and that you and our staff have no particular link with other Bidders or parties involved in this competition. Should such a situation arise during performance of the contract, you shall immediately inform Plan International in writing
- You accept Plan International's standard terms of payment which are **30 days** after the end of the month of receipt by Plan International of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International.

Compliance Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.	Tender Compliance and Completion Satisfactory completion of all documentation requested with sufficient information, submitted no later than the Closing Date specified. Agreement to our mandatory policies as set out in the 'Non-Staff Code of Conduct.
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