



AFRICAN DEVELOPMENT BANK GROUP COUNTRY OFFICE RWANDA

Country Office Rwanda (CORW)
Street No. KN 67&KN 30
BPR-PCD towers, 9th and 10th floor;
Nyarugenge District, P.O. Box 7329, Kigali, Rwanda
Tel: (+250) 252 53 25 00 / 252 53 25 83
Email: admincorw@afdb.org

NOTICE OF EXPRESSION OF INTEREST FOR THE RECRUITMENT OF A LOCAL INDIVIDUAL CONSULTANT PHOTOGRAPHER

1. CONTEXT AND OBJECTIVES

The Corporate Performance and Accountability Division (SNDR.1) is responsible for establishing and monitoring management frameworks to assess and track the development effectiveness and performance of the African Development Bank (AfDB or "the Bank"). SNDR.1 strives to promote a performance and results-oriented culture and to strengthen the Bank's internal and external accountability.

SNDR.1, in close collaboration with the Bank's country offices, produces Country Development Effectiveness Reviews (CDERs) to assess the effectiveness of the Bank's operations in a given country (up to 10 years). The CDER highlights the Bank's ability to achieve its development objectives, results and impacts. It is intended for a wide audience, including the Bank's management, staff and Board of Directors, as well as external stakeholders.

SNDR.1, in conjunction with the Bank's Rwanda Country Office (CORW), plans to carry out a CDER in Rwanda covering the period (2012-2022).

In this context, the Bank's Country Office in Rwanda (CORW) is looking for a **Local Individual Consultant Photographer** to provide high quality digital photos and stories of beneficiaries of Bank-financed projects in order to prepare a CDER in Rwanda.

2. WORK PLAN AND FEES

The Consultant will be remunerated **on a daily basis for a maximum of 30 working days over the 6-month period from September to March 2024.**

The Bank will cover all mission expenses (including transportation, accommodation, and meals) in accordance with its rules and procedures. The number of field missions will be determined by the Bank.

3. SCOPE OF WORK

- a. **A selection of 400** fully captioned high-resolution **digital photos**. Emphasis will be placed on beneficiaries, infrastructure/equipment and project location. Photos must be captioned (description of context, names of people, places, dates, etc.). Photos will be delivered in a ready-to-use format for three main purposes, mainly publications, web photo galleries and photo exhibitions.

b. Requirements :

- Photos must be captioned (date, event, location, identity, name of project, brief history of beneficiary).
- The professional photographer needs a professional camera (at least 24 MB) and adequate lighting. He must be equipped with lenses that enable him to take quality photos in dark environments without flash, with ultra-bright lenses at his disposal: f / 2.8 for 70-200 or 24-70 mm lenses, f / 1.4 or 1.8 for 35, 50 or 55 mm lenses, f / 1.4 for 80 mm lenses. ISO not to exceed 400. Photographers should be equipped with the brightest wide-angle and telephoto lenses in their range.

c. Characteristics: In addition to the beneficiaries, the photographer must take advantage of his or her presence in the field to take a wide range of photos that may be used by the Bank for other products/communication campaigns, based on the following characteristics:

- Smiling faces of people enjoying city/rural life: women, children, men
- Scenes from everyday life: markets, economic activity, people at work (meaningful images, with smiling people), rural scenes where applicable
- Beautiful landscapes
- Project infrastructure

d. Copyright notice: All photos must be accompanied by a copyright notice in the EXIF information / metadata: @AfDB/Name of photographer.

e. Deliverables:

- The Consultant shall prepare a detailed production schedule by reviewing project documents and publications on the Bank's operations in the country. Specify the methodology adopted and explain the approach taken to provide compelling visuals and narratives.
- All photos must be delivered to a dedicated Cloud indicated by the Bank and/or a separate hard disk, grouped in as many folders as there are projects and three (03) subfolders:
 1. all photos (RAW),
 2. selection of around 30 edited photos per project (JPEG format, to include beneficiaries, infrastructures, and surrounding environments such as home or business settings)
 3. all non-project photos (smiling faces, everyday life, landscapes).
- The Consultant will produce a written transcript of testimonials and interviews with project beneficiaries, highlighting the impact of the projects at individual, community and national levels. The questions will be prepared in advance by the Bank. Transcripts should be provided to the Bank in a written format on a Word file.

4. REPORTING

The Consultant will report directly to the Bank's CDER team (within the SNDR.1 and CORW teams).

5. QUALIFICATIONS AND ELIGIBILITY CRITERIA

- Be a national of a member country of the Bank and reside in Rwanda.

- The Consultant must hold :
 - A Master's degree or equivalent in media, communications, journalism or any other relevant field, or equivalent, and at least 5 years' professional experience in the field of expertise concerned by the assignment, or.
 - A Bachelor's degree or equivalent in media, communications, journalism or any other relevant field, or equivalent, and at least 10 years' professional experience in the field of expertise concerned by the assignment.
- Excellent knowledge of digital photography techniques and photo editing software.
- Work experience in high-quality photography and awareness and promotional campaigns.
- Excellent editing and communication skills.
- Fluency in French and/or English, Swahili and Kinyarwanda.
- Proficiency in standard software such as Word, Excel, PowerPoint and Outlook.
- Ability to work independently and meet deadlines.

6. APPLICATION PROCESS

Interested individual Consultants are invited to apply by submitting the following application documents:

- Curriculum Vitae (CV) with proof of qualifications and experience ;
- Cover letter describing how your experience, skills, qualifications and professional networks match the required deliverables (maximum one page);
- Copies of relevant published articles/reports with web links or submission of PDF versions as attachments.

Interested individual consultants may obtain further information by e-mail: admincorw@afdb.org **Expressions of interest in French should be sent to the e-mail address below, no later than Thursday, July 6th, 2023 at 4 p.m. local time (Kigali time) and should be expressly marked "Application for the recruitment of a Local Individual Consultant Photographer"**.

Address:

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7. SELECTION PROCEDURES

A shortlist of three (3) to six (6) individual Consultants will be drawn up following the call for expressions of interest.

The eligibility criteria, short-listing and selection procedure will be in accordance with the Bank's policy for the recruitment of consultants financed from the Bank's administrative budget.

The Consultant will be selected according to the selection method based on the Consultants' Qualifications. Short-listed Consultants will be evaluated on the basis of their updated CVs and other documents received according to the criteria in the table below.

Short-listed Consultants will be invited to submit technical and financial proposals.

CRITERIA	NOTATION
At least 5 years' professional experience in high-quality photography, awareness-raising and promotional campaigns.	40
Submission of a portfolio demonstrating proven experience in photo coverage and documentation in the development sector	30
Excellent knowledge of digital photography techniques and photo editing software	20
Strong analytical and communication skills (written and oral); Ability to communicate and write effectively in French. A good working knowledge of English would be an advantage.	10
TOTAL	100