



TERMS OF REFERENCE

On-Call Photographers and Videographers

Home-Based, Philippines

Part-time

Company Description

EDC is one of the world's leading nonprofit research and development firms. EDC designs, implements, and evaluates programs to improve education, health, and economic opportunity worldwide. Collaborating with both public and private partners, we strive for a world where all people are empowered to live healthy, productive lives.

About the USAID Opportunity 2.0 Program

Opportunity 2.0, funded by USAID, will strengthen second-chance education programs for vulnerable out-of-school youth in the Philippines. Opportunity 2.0 will collaborate and work with national and local systems supporting youth in order to provide 180,000 youth with the skills and opportunities to improve their education, employment, and livelihood outcomes.

Achieving this vision will require a multi-faceted, systems-strengthening approach that aligns the formal education system, markets, and youth "sub-systems" at the regional levels. This will be achieved by providing experienced project personnel embedded in government departments; further aligning the input of technical assistance; and maximizing opportunities to bring together the respective stakeholders to identify and refine synergies and transition pathways for youth, particularly between Department of Education (DepEd)'s Alternative Learning System (ALS) program and the Technical Education and Skills Development Authority (TESDA).

EDC is committed to diversity in the workplace.

Purpose of the consultancy: This engagement aims to establish a pool of photography and videography service providers in the sites covered by USAID Opportunity 2.0. Service providers who express interest to be part of this consultant pool will be on a standby arrangement to be engaged for short-term documentation of program activities and stories as need arises. Service providers will also follow and uphold USAID and EDC guidelines and protocols on all recordings to be made. The contract will specifically include the following services:

- Photo and video documentation services, including proper captioning
- Standard post-processing of photos and videos
- Accomplishment of necessary documents and forms related to the assignment

Lead Manager: The Consultant will be supervised by the Youth Development Coordinator, with guidance from the Communication Manager.

Qualifications

- At least 3 years of work experience in documenting development projects with youth and children, experience with USAID projects an advantage
- Has knowledge and understanding of youth development, Philippine education sector, local governance, and/or local economic development
- Demonstrable capacity on photography and/or videography
- Can work with tight deadlines
- Has attention to detail
- Proficiency in English, Tagalog, and regional Philippine language in USAID Opportunity 2.0 covered site
- Equipped with necessary equipment and software to record, post-process, and produce high-quality photos and videos deliverables

Anticipated Deliverables

Tasks	Deliverables	Timeline
The Consultant shall ensure the following: <ul style="list-style-type: none">• Photo and/or video documentation is compliant with USAID and EDC standards and protocol• Photo and video resources are safely stored in high-resolution with proper captions included• Coordinate with the Youth Development Coordinator and Communications Team of USAID Opportunity 2.0 on operations and deliverables• Ensure the shot list for the assignment is identified and accomplished	<ul style="list-style-type: none">• Post-processed photos and/or videos, with captions or description• Relevant consent forms	All photos and videos must be turned over as soon as possible no longer than 3 days after the on-site recording

Location: Home-based

Duration: This engagement is expected to run until the end of the program in 2025

Payment: Full payment will be made upon completion and acceptance of the deliverables as well as a submission of an invoice from the Consultant. The Consultant and Supervisor will agree on the time required for each deliverable.

To Apply

Interested and qualified individuals should gather the following requirements in PDF or Word formats:

- A cover letter indicating daily rate
- An updated CV (relevant certifications can be attached)
- Portfolio showing work samples from similar projects with references (reference checks may be conducted)

These requirements must be sent via email to ProcurementPh@edc.org with subject, "Application for Copy Editor."

Evaluation

Applications will be evaluated by a panel and shortlisted applicants will undergo a short panel interview. Selection will be based on the following criteria with a point system that adds to a maximum of 100 points:

- Background education and/or training (10 points)
- Professional experience with similar projects (20 points)
- Quality of work samples (50 points)
- Rate (20 points)

The application with the highest combined score shall be awarded a consultancy contract. A verification interview may be conducted if deemed necessary.

Additional Information

To be considered, please include a cover letter explaining your interest in the position. Applications should be submitted to directly through ProcurementPh@edc.org.

All your information will be kept confidential according to EEO guidelines.

As an EOE/AA employer, EDC does not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, and veteran or disability status. EDC is a smoke-free workplace.