

## **Terms of Reference (ToR) (English)**

**Title:** Photography Service/Photographer through Service Contract

### **Overview:**

The photographer will have expertise in photography, video creation, and content production, including post-production techniques such as editing and dubbing. This role requires a keen eye for detail, a strong sense of creativity, and the technical proficiency to produce high-quality visual content that aligns with ACTED's goals. The photographer is required to have a minimum of 5 years of experience and relevant educational qualifications (e.g., degree or certification in photography, media production, or a related field). The photographer is also expected to have their own professional-grade equipment.

### **Key Responsibilities:**

1. Capture high-quality images for events, field activities, and other organizational needs.
2. Shoot professional-grade videos, including interviews and project activities.
3. Plan, storyboard, and script video projects to deliver success stories.
4. Develop engaging visual content for social media platforms, websites, and reports.
5. Edit and produce final versions of photos and videos, incorporating ACTED's logo guidelines.
6. Collaborate with the team to generate ideas and concepts for visual storytelling.
7. Use software such as Adobe Premiere Pro, After Effects, Photoshop, and Lightroom for editing.
8. Perform color grading, sound mixing, and visual effects to enhance video quality.
9. Apply dubbing (voiceover) techniques to videos when required, ensuring accurate synchronization and clear audio delivery.
10. Work closely with the project team to understand project requirements.
11. Deliver completed work within agreed timelines and formats.
12. Ability to work independently and under tight deadlines.

### **Working Hours:**

Working hours are from 08:30 AM to 05:00 PM with a 30-minute lunch break.

### **Travel Requirements:**

The photographer must be flexible to travel to various locations for assignments, such as Al-Gharraf and Al-Dawaya Districts. Transportation will be covered by ACTED.

