

# INVESTING IN WOMEN

SMART ECONOMICS

AN INITIATIVE OF THE AUSTRALIAN GOVERNMENT

## UPDATES PER 13 JANUARY 2021

**The RFP Submission Deadline will be extended from 5:00 pm Philippine Standard Time (PhST), 17 January 2021 to 5:00 pm PhST, 31 January 2021**

**The Indicative Duration of the Engagement will be from 22 March 2021 to 31 March 2023 (part I, section 6 of the RFP).**

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### **Request for Quotation (RFQ): Photography Services Panel for IW Photo Library 2020-2021**

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Abt Associates through Investing in Women (IW) is seeking to engage experienced **Photographer/s** in Myanmar, Indonesia, the Philippines and Vietnam to document IW's and its partners' various activities and involvement with the Program through photos. If you or your organisation chooses to submit a "**Quotation**", the Quotation must be submitted in accordance with the terms set out in this document and the attached Annexes (together referred to as the "**Request for Quotation**" or "**RFQ**").

The RFQ submission will close **at 5:00 pm Philippine Standard Time (PhST), 31 January 2021.**

The RFQ consists of three parts: I. Scope of Work; II. Selection Criteria; and III Submission Requirements; and one Annex – Submission Forms.

## **I. SCOPE OF WORK**

### **1 Background**

IW, an initiative of the Australian Government implemented by Abt Associates, catalyses inclusive economic growth through women's economic empowerment in South East Asia. IW uses innovative approaches to improve women's economic participation as employees and as entrepreneurs and to influence the enabling environment to promote women's economic empowerment in the Philippines, Indonesia, Vietnam and Myanmar ("**IW Target Countries**") through:

- **Workplace Gender Equality (WGE)** – We support Business Coalitions who work with influential businesses on shifting workplace cultures, practices and policy barriers to achieve WGE;
- **Impact Investment for Women's SMEs** – We partner with Impact Investors and ecosystem builders to expand market opportunities for women, with a view to incentivising and catalysing access to capital for small and medium enterprises (SMEs) led by and responsive to the needs of women; and
- **Influencing Gender Norms** – We work with partners to positively shift attitudes and practices to support women in the world of work.

In collaboration with corporations and business leaders, impact investors, entrepreneurs and advocates, we are working with those who are driving change for women's economic equality in our region.

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## 2 Overview

IW maintains a photo library (“**IW Photo Library**”) containing photos documenting the key activities, events and achievements of Investing in Women (IW) and its partners. This photo library is for use in IW’s reports, collaterals, websites, social media accounts and other offline and digital channels and for use by the Australian Department of Foreign Affairs and Trade (DFAT) and IW’s partner organisations in their reporting and communication initiatives.

## 3 Objective

IW aims to expand the IW Photo Library with a more diverse collection of images portraying women in a variety of economic roles and in various industries to support IW documentation and reporting needs.

In line with this, IW is seeking to engage experienced **Photographer/s** in each of the IW Target Countries to document IW and its partners’ various activities and involvement with the Program through photos. Where applicable, the photographs should tell a story that depicts the role of IW/its partners and highlights the impact of the campaign or activity in terms of its contributions to IW’s areas of work (i.e. building capacities and facilitating innovation, enhancing resilience and promoting good governance).

## 4 Scope of Work

4.1 With direction and advice from IW, the Photographer will be assigned to projects, as follows:

### A. Staged workplace and action photoshoots

The Photographer will work with the the relevant point of contact appointed by IW in developing and maintaining a **workplan**, which outlines the project name, target date, partner information, photoshoot location, basic list of shots, and details of the preferred shots that the Photographer will need to capture in the workplace or field setting with the partners. Photographs will be taken on the agreed date. More detailed information on each of IW’s Pathways and our partners and key contacts will be provided upon engagement.

### B. Ad hoc photo and/or video coverages

The Photographer will work with the relevant point of contact appointed by IW to provide photography and videography coverage for events, meetings and other important activities across IW and its local partners, including other photo documentation needs as directed by IW. These projects will be assigned to an available Photographer on a per need basis, depending on the finalised schedule of activities of IW or its partner for the identified events.

4.2 For services based on an agreed workplan (refer to 4.1.A), the Photographer/s will attend regular coordination meetings with IW and/or IW partners to align priorities, update photoshoot assignments and arrange bookings. IW will provide the Photographer necessary briefs and editorial guidance on the deliverables required per project and on the stories behind the photos so that the Photographer can take photos and generate captions to embed in the photographs and provide photography credentials and clearances, as needed.

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- 4.3 The Photographer is required to produce a **Project Submission Package** of photographs taken per assigned project to illustrate the various activities undertaken by IW and its partners. The package will include a selection of high-resolution photos of the key moments—at least 20 enhanced photos—as well as all of the raw photos taken during the project. Photos must be optimised images (in JPG format), for online transmission if necessary. Image files should be sent via a cloud storage folder to be designated and provided by IW.
- 4.4 It will be important to capture a variety of shot types, i.e. establishing shots, extreme close-ups, close-ups, mid shot, long shot, staged shots and action shots.
- 4.5 Each image from the optimised edit as well as the full take must include in the IPTC metadata, which can be embedded within the photo using image editing software such as Photoshop or Lightroom:
- The name of the event, the date, the venue, and the city/country;
  - If possible and relevant, names and titles should be included as well; and
  - The full name of the photographer for photo credit;
- 4.6 A brief descriptive caption must be included in the Project Submission Package. A spreadsheet metadata template will be provided to fill in necessary information.
- 4.7 The Photographer must abide by the Abt Associates' Safeguarding Code of Conduct, DFAT Guidelines on ethical photography, IW Branding Style Guide and Digital Playbook Guidelines.

## 5 Rights to ownership of the photographs taken

The title to all intellectual property rights of all the images taken and prepared by the Photographer under this contract vest upon their creation in Abt Associates and its Client (DFAT). The Photographer shall not transfer photographs - digital or printed to anyone outside IW, whether free of charge or at cost. The photographs remain the property of IW in perpetuity (ie., even after the completion of the contract).

## 6 Duration of engagement

Abt Associates will engage the Photographer for a period from **22 March 2021 to 31 March 2023**. The contract will specify agreed activities according to IW's Workplan and will include an option for IW to assign separate tasks based on the Photographer's acceptance. IW will determine the exact travel dates for the field visits and assignments in consultation with our partners, to be indicated and updated in IW's Workplan. The contract duration is renewable but subject to IW's budget, demand for documentation and the Photographer's performance.

## 7 Location of shoot

The documentation work will primarily be in major cities of the four IW target countries, but there may be a need to travel to nearby cities or specific city for special partner activities or events:

	Country	Key Cities
1	Myanmar	Yangon, Naypyidaw
2	Indonesia	Jakarta, with select events in Bali

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3	Philippines	Manila
4	Vietnam	Hanoi, Ho Chi Minh City

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## II. SELECTION CRITERIA

### 8 Qualifications and experience

- Demonstrated expertise in photography with at least 5 years of relevant working experience in professional photography in similar field, with a portfolio or body of work showing delivery of similar services as stated above, preferably for clients that have comparable areas of work or technical domain and target audience as IW (i.e. business leaders, media influencers, technical advisors, C-suite) and operated within IW's Target Countries.
- Outstanding photo editing skills
- Ability to communicate in English (at least basic to intermediate)
- High level of creativity and initiative.
- Awareness of and experience working under diplomatic protocols, especially in documenting activities, and experience with DFAT/Australian Embassy is a plus.
- Visual storytelling skills, an advantage.

### 9 Key Selection Criteria

KSC #	Percentage	Description
1	30%	Qualifications and experience in the relevant areas identified in section 7 above
2	30%	Quality of portfolio
3	10%	Relevant digital camera/equipment, photo editing software owned and used
4	25%	Value for money – The rates included in the application represents value for money as defined by the Australian Government's Department of Foreign Affairs and Trade: <a href="https://dfat.gov.au/aid/who-we-work-with/value-for-money-principles/Pages/value-for-money-principles.aspx">https://dfat.gov.au/aid/who-we-work-with/value-for-money-principles/Pages/value-for-money-principles.aspx</a>
5	5%	Compliance with COVID-19 Health and Safety Work Protocols
<b>TOTAL</b>	100%	

## III. SUBMISSION REQUIREMENTS

Abt Associates is an equal opportunity employer and promotes gender equality and diversity in its workplace. We do not discriminate against service providers based on race, colour, religion, sex, age or disability. Women and men are both encouraged to apply.

### 10 Submissions documents

Interested applicants must submit the following for their application:

- (i) **Cover letter** (max. 1 page), which includes:
1. a brief description of approach to work/technical proposal;
  2. motivation as to why the applicant considers themselves as the most suitable for the assignment;
  3. a proposed methodology on how the applicant will approach and complete the

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- assignment;
4. confirmation of the professional digital camera/equipment owned and photo editing software owned and used;
  5. Photographer's geographical operating area; and
  6. Location of business

**(ii) CV and portfolio, covering**

1. contact details;
2. qualifications/competencies;
3. relevant past experience in similar projects;
4. contact details of 2 professional referees who can certify your competencies, professionalism, quality of writing, presentation and overall suitability for the Scope of Work (refer to part I.4 of this RFQ);
5. samples of relevant photographs (e.g. corporate and event shoots in different shot types); and
6. if available, a list of its clients that have comparable area of work or technical domain and target audience as IW.

**(iii) Copy of Business Registration and Tax Registration Certificate**

**(iv) Submission forms, refer to Annex 1, Schedule:**

- Schedule A – Organisation/Individuals Details
- Schedule B – Rate chart
- Schedule C – COVID-19 Health and Safety Work Protocols

## 11 Submission process

11.1 Proposals must be submitted electronically to [communications@iwa.asia](mailto:communications@iwa.asia) before **5:00 pm Philippine Standard Time (PhST), 31 January 2021, Sunday** using the subject line: **"RFQ: Photography Services Panel for IW Photo Library 2020-2021"**.

11.2 All Proposals must be received in PDF format.

11.3 The RFQ will **close at 5:00 pm Philippine Standard Time (PhST), 31 January 2021, Sunday**.

11.4 Any clarification or enquiries from interested parties in regards to the published RFQ must be submitted through [communications@iwa.asia](mailto:communications@iwa.asia), with subject line: **"RFQ: Photography Services Panel for IW Photo Library 2020-2021 – Query."**

## 11 Standard terms and conditions

- Any final contractual arrangement between IW and a successful Respondent will be determined using an Abt Associates contract template.
- The Respondent agrees that Abt Associates may accept or decline to accept the Respondent's Quotation in its discretion.

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- No commitments or contract exists until the successful Supplier is notified in writing confirmation of engagement.
- The Respondent agrees that Abt Associates is not required to enter into any contract in connection with the RFQ.
- The Respondent agrees that participation in any stage of the RFQ process is at the Respondent's sole risk and cost.
- Abt Associates reserves the right to change any aspect of, or cease, this RFQ and subsequent proposal process at any time.

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## ANNEX 1 – Submission Forms, Schedule A - B

### Schedule A – Organisation/individual details

<b>Name of Organisation</b>	
<b>Brief Organisation Description &amp; Profile</b>	
<b>Registered legal entity number</b>	
<b>Place of registration</b>	
<b>Contact Details</b>	
<b>Name of Representative</b>	
<b>Position Title</b>	
<b>Office Address</b>	
<b>Phone/Fax</b>	
<b>Email</b>	
<b>Social Media</b>	
<b>Conflict of interest</b>	Suppliers must give details of any possible conflict of interest that exists or may arise in relation to making and/or accepting of their quote. If there is nothing to declare, please insert 'none.

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## Schedule B – Rate chart

Service	Rate – in local currency	Rate – in AUD
Daily rate (8-hour workday) for Photography Services		
Daily rate (8-hour workday) for Videography Services		
Daily rate (full 8-hour workday) for a Combination of photography and videography services		
Any additional charges on top of your daily rate, such as taxes, travel and/or other rates that apply in certain situations.		
Please be specific.		

**Important Note:** IW will not provide equipment, license to photo editing software and transportation necessary to complete photo assignments for this project. The Photographer is responsible for securing and arranging his or her own high-resolution professional digital camera equipment, accessories, photo editing software and transportation needs. Transportation costs will be covered by IW as part of reimbursables.

For COVID-19 preventive measures, the Photographer and his or her team will need to follow and comply with their respective country's strict safety protocols in order to counter the spread of the virus. These could be in a form of maintaining at least one-meter physical distance from the photography subjects, wearing face mask, face shield and frequent and regular hand hygiene.

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## Schedule C – COVID-19 Health and Safety Work Protocols

	Items	Specific Information
1	Government-mandated COVID-19 protocols and requirements in your country, relevant to this work. Please briefly describe and provide relevant links to the online resources.	
2	COVID-19 health and safety work protocols that you or your company/team is observing	
3	Experience in documenting events under the pandemic, if any. Please briefly describe the health and safety protocols that you or your company/team strictly followed to ensure the safety of the people who attended the activity or event.	
4	COVID-19 Test information in the country: <ul style="list-style-type: none"><li>• COVID-19 Rapid test<ul style="list-style-type: none"><li>– Average cost</li><li>– Average test processing period</li></ul></li><li>• COVID-19 Swab test<ul style="list-style-type: none"><li>– Average cost</li><li>– Average test processing period</li></ul></li></ul>	
5	COVID-19 insurance availability	