



### **Photographer/Videographer (Islamabad Based) - (01 Position)**

<b>Project:</b>	BeST: Beyond survival - Transforming the power of communities
<b>Minimum qualification:</b>	Bachelor degree or equivalent.
<b>Previous Experience:</b>	<b>At least</b> 03 years of proven experience in the same field.
<b>Location:</b>	Islamabad, Pakistan.
<b>Contract type:</b>	Service contract
<b>Contract Period:</b>	The engagement period will be for 4 years & 5 months, from October, 2024 till March, 2029. The initial contract will be for the period of approximately 08 months i.e. October 14, 2024 to May 31, 2025. The contract will be extended upon satisfactory performance.

**HOPE'87 is currently seeking services of a highly motivated and committed Photographer/Videographer in Islamabad** to cover events at Islamabad, Peshawar, Haripur, Charsadda, or Quetta (as listed below in table A).

#### **1. Responsibilities/expectations of the committed Photographer/Videographer are as follows;**

- Producing photo/video content for different mediums/platforms.
- Undertake still and video photography, image processing, video and audio editing.
- Manage and/or undertake video and photographic assignments.
- Photo shooting during events and activities.
  - Orientation of Youth & Women Collectives (YWCs), Data Validation workshop, Capacity Strengthening trainings and Refresher Trainings.
  - Annual Review Meetings and other significant events, as required.
- Visualize scripts, briefs, and concepts to produce great results.
- Edit, convert, and upload content to appropriate websites/social media forums.
- Assist with writing titles, descriptions, closed captioning, and tags for photos and videos.
- Curate a strong gallery of aspirational images and video content.
- Conduct keyword research and employ SEO best practices to optimize content.
- Record important events using camera, lighting, and audio equipment.
- Direct people to capture specific actions and events for the camera.
- Edit the captured video to tell concise, visually pleasing (human interest) stories.
- Create short promotional videos.
- Any other services related to event management.

## 2. Quotation and Payment Method

- The Photographer / Videographer should provide a per-day rate in the quote, The rate must be inclusive of all taxes.
- The Photographer/Videographer shall raise the invoice after the completion of each activity along with deliverables.
- Payments shall be made after deduction of all applicable withholding taxes in vogue at the time of payment

## 3. Deliverables:

- Photos: A minimum of 80-100 high-quality pictures per event.
- Videos: At least 2 short promotional videos per event, edited and with English subtitles.
- Final content delivery after each event (within 5 days).

## 4. Travel Boarding/Lodging

- The Photographer / Videographer will be responsible for arranging his/her own mode of transportation for travel to the HOPE'87 Islamabad office, event venues and staying cost at Islamabad (if applicable).

## 5. Tentative Timeline of Events

- Tentative timeline of multiple events is mentioned in Table A below; number of events may change upwards or downwards. Some new events may be added up during the contract duration.

## 6. Quotation Submission

- The interested Consultant(s) will submit quote and CV in hard or email form at HOPE'87 office mentioned below or the following email ID: [hope87.jobs@gmail.com](mailto:hope87.jobs@gmail.com)

**House # 321 (Ground Floor), Street 16,  
Sector G-10/2, Islamabad  
Telephone (+92-51) 8777745**

- The last date for submission of quotation is **11th October 2024 by 5.00 PM PST** latest through email, by hand, or by courier. Quotes received after due date will not be entertained.
- The HOPE'87 anti-fraud and corruption policy and the HOPE'87 complaints procedures governing this consultancy can be obtained by emailing at [bilal@hope87.org](mailto:bilal@hope87.org).
- Any complaints/queries in regard to this consultancy can be sent to [ahmed@hope87.org](mailto:ahmed@hope87.org) .

**Table A: Tentative Timeline and Estimated No. of Participants.**

Sr	Type of Event	2024					2025			Approximate No. of participants / session	Tentative No. of Session
		Oct	Nov	Dec	Jan	Feb	Mar	April	May		
1	1 day YWCs Orientation	14-19								Haripur 20	1
										Charsadda 44	1
											Peshawar 56
2	Data Validation workshop	17-18							Peshawar 32	1	
<b>Capacity Building Trainings</b>											
3	Leadership	27-31						14-18		About 130 total; 43 per session	3
4	Gender-focus		18 – 22						5-9	About 130 total; 43 per session	3
5	Management			16 – 20						About 130 total; 43 per session	3
6	Innovative				13 – 17					About 130 total; 43 per session	3
7	Action					10 – 14				About 130 total; 43 per session	3
8	Adaptive					23 – 28				About 130 total; 43 per session	3

For the period April 2025 – March 2026 (Year 2 of project life):

Sr	Capacity	2025										2026		
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
1	Leadership & management													
2	Gender-focus& action													
3	Innovative &adaptive													

For the period April 2026 – March 2027 (Year 3 of project life):

Sr	Capacity	2026										2027		
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
1	Leadership & management													
2	Gender-focus& action													
3	Innovative &adaptive													

For the period April 2027 – March 2028 (Year 4 of project life):

Sr	Capacity	2027										2028		
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
1	Leadership & management													
2	Gender-focus& action													
3	Innovative &adaptive													

For the period April 2028 – March 2029 (Year 5 of project life):

Sr	Capacity	2028										2029		
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
1	Leadership & management													
2	Gender-focus& action													
3	Innovative &adaptive													