

Scope of Work

Asset Gathering Assignment, Sudan

Program/Country Team - Sudan

No of days: 15 working days maximum

Timeline

August, 2025

Location

Villages and localities in Gaderef and Kassala

Kassala villages

Reifi Kassala locality - Wdsharifi village and Alrdeef

New Halfa locality - Village 12 and Village 16

Wdelhiliaw locality – village 10

Kassala locality –Alsawagi

Gaderef villages

Wad-Elsanosi (Western Galabat Locality)

Mahala (Eastern Galabat Locality)

Gozoli (Basonda Locality)

Sefawa (Goraish Locality)

Gadambalia (Wasat Gedaref Locality)

Purpose of the Project

The purpose of this assignment is to document the impact of Mercy Corps' intervention in Kassala and Gaderef through photography, video footage and interviews. Mercy Corps relies on assets gathered from our work across the globe to fundraise and tell our story. Personal stories are critical, showing how a participant's life has been impacted by Mercy Corps' programs.

Background

Mercy Corps has been implementing developmental programs in Kassala and Gaderef for the last five years (since before the conflict of April 2023). The programs implemented are mostly using the Market Systems Development (MSD) approach where we work with different actors and partners to ensure participants and communities are adequately supported.

The team is recruiting a professional photographer to travel to different localities to document successes witnessed in the last few years so that same can be used to advocate for more funding. The photographer will also strengthen the capacity of staff on photography and video taking during the trip and select members of the teams will be selected to participate. The photographer must be willing to travel to projects locations in Gederef and Kassala state where Mercy Corps conducts activities to meet with our participants, stakeholders, and partners to take pictures and conduct video interviews. The photographer will be required to travel to collect photos, video footage and conduct interviews with program participants and other stakeholders in order to illustrate the impact of this program.

Objectives

Mercy Corps will engage the services of a professional photographer to conduct interviews with project participants, in their homes, workplaces or the most relevant setting for their story, discussing the difference in their lives before and after the program was implemented. These will be accompanied by photos and video footage, preferably in active situations; working, studying, farming, spending time with their families, or other relevant activities that demonstrate the impact of the program.

S/he (photographer) will collect assets across the entire lifecycle of the program, from individuals/group of farmers who are supported with inputs, to individuals who were supported with MPCA among others. It is important for us to show “innovation in action,” describing market systems development and how the program involves a number of interconnected players to make the solution sustainable. Each interview/photo session takes approximately 1-2 hours, depending on the story and location. Generally, about 2-3 interviews will be conducted per day depending on logistics and security restrictions.

The photographer will also build the capacity of select team members on photographer and video taking using either cameras or phones depending on what is available.

Responsibilities:

The photographer will:

- Meet with participants, stakeholders, and partners to take pictures and conduct video interviews.
- Use **MC Consent Form** when taking pictures/videos/interviewing and to adhere to Mercy Corps policies of dealing with photos and videos privacy.
- Strengthen the capacity of the team to take good photos and videos either using phone or a camera.
- All photos and videos are Mercy Corps Sudan credit so that the photographer should not share, or use collect photos and video with any other agency unless approved by the Mercy corps.
- Agree and sign a contract for the expected duration of activities as agreed by the team lead by the Director of Program.
- Agree and sign the Mercy Corps Code of Conduct form.

Mercy Corps will:

- Provide an orientation to the photographer on code of conduct, taking consent and expectations from the assignment.
- Identify staff members to be trained on photography and video taking
- Mercy Corps will facilitate all travel and other logistics arrangements in line with Mercy Corps policy (including flight tickets and/or car hires) and accommodation. Per diem will not be provided
- Mercy Corps will also facilitate travel approvals from FHAC for ease of work.
- Assign staff who will work with the photographer in each state – Kassala and Gadaref

Delivery Dates

- Delivery within 2 weeks of assignment, or sooner, if possible, via a SharePoint link that will be provided by the Mercy Corps team.

Photos (Detail to be provided once schedule is developed)

- A range of wide, medium and detail shots.
- Project participants working at their business. People who have benefited from the program.
- Mercy Corps staff actively working, talking and/or interacting with participants.

- General context of the localities and/or villages.

Video (Detail to be provided once schedule is developed)

- A range of wide, medium and detail shots.
- Project participants working at their business. People who have benefitted from the program.
- Vertical video footage shot on phone for social media purposes as possible.
- If possible: vertical video shot on the phone, of Mercy Corps staff describing what is happening. For example: “Hello, my name is XX, I am the XX for Mercy Corps. Today we are doing XX. This is important because XX.”

The photographer will also be expected to submit a report of the training to staff and his/her recommendation afterwards.

Qualifications, Knowledge, and Abilities

- Excellent communication skills – Arabic and English language
- Experience in photography
- Experience with Sudan context
- Experience doing similar jobs for International Non-Governmental Organizations (INGOs)
- At least two years’ experience in doing related work
- Vendor must be residing within Sudan or agree to be on ground anytime s/he is needed

Vendor Information to be submitted

- Evidence of similar work conducted
- Company profile (if applicable)
- Daily rate
- Current location

Modality of payment

1. The total duration of the assignment will be a maximum of 15 working days starting early August.
2. Payment shall be based on the number of days worked in total.
3. The photographer shall submit the request photos and video storage for review along with the invoice/s.
4. Mercy Corps and the photographer shall agree on daily rates for the duration of a maximum of 15 days within the agreed duration.
5. Payment will be in two instalments – 20% and 80% respectively
 - Upon submission of travel plan and itinerary
 - Upon successfully completing the task, sharing photos, videos, footage and training report that has been acceptable by the team