**Annex 4 – Goods and services specification**

1. **General Background**

Our aim is to have a selection of approximately 250 images from our project work across 7 locations in Nepal. We are looking for a documentary style approach, operating within our brand guidelines to produce some really high-quality images that tell the story of our work in an engaging and informative way.

We will want a mix of activities to be documented – teacher training / self-access activities (using digital) / classrooms / meetings of core committee groups / government officials, portraits of key stakeholders, etc.

We want our audiences to relate to the images we use in publicity materials to understand the story/concept that each photograph says. So, it is important that the situations or scenarios captured are authentic and telling the stories where possible.

Being part of a global organisation means our images need to match the British Council’s style of photography so that we can use the images in our communications as well. For this reason it’s essential that the images follow the brand guidelines set out below.

1. **Subject matter and locations**

We would like a variety of shots which show the breadth of our work which we can use for external communications. Ideally the shots should include the following although we realise all may not be possible in the time given.

**Classrooms**

1. Students interacting with each other, doing pair/ group work. Teachers teaching the class and interacting with students
2. Classroom displays and other references to English and Core Skills in the schools
3. Students using textbooks, especially English language textbooks
4. One picture of an English textbook
5. Teacher using technology in the class – this could be using a basic mobile and speaker for listening activities, using radios or other digital platform
6. Board work – students and/or teachers writing on the board
7. Boys and girls – either working together or separated in the classroom
8. Assessments – students doing a test
9. Students demonstrating certain skills like – Creativity and Imagination, Digital Literacy, Communication and Collaboration and Leadership.

**Other school shots**

1. ICT/ computer rooms – either in use or out of use
2. Libraries
3. Playground shots
4. Other school facilities of interest – can be with no students as hard to get permissions for large groups
5. Location shots of school including surroundings

**Teacher training session**

1. Interaction between teachers in the sessions (pair work/ groupwork etc)
2. Trainer interacting with participants
3. Trainer leading the session
4. Displays of activities during training session
5. Training materials – especially with British Council logo on display
6. People using the materials – writing in the book, using them for an activity etc
7. Group activity in progress- especially games or activities which involve movement

**Outside of the school/training environment**

1. Teacher taking part in a training session on computers/ on smart phone from home
2. Student(s) using a radio for learning
3. Student(s) using a basic mobile/smartphone for learning

**Location**

For this photography work we want photo to cover the schools in Sankhuwasabha, Surkhet, Kathmandu, Dhangadhi, Palpa, Butwal, Nawalparasi and Syangja.

**C. Duration for completion of services**

The anticipated period completion of the photography work should be no later than 28 February 2022.

**D. Deliverables**

* 250 high quality pictures covering all above specifications submitted to British council by 28 February 2022.
* All images and corresponding photo consent form following naming and numbering conventions: image number\_person’s name\_school’s name\_District\_Country should be submitted along with the pictures.

All photographs should be approved by the British Council.

E. Further information

The British Council’s brand guidelines are available online at http://brand.britishcouncil.org and suppliers need to register for access. We recommend that you register at the earliest opportunity because it can take up to 48 hours to verify requests.

Permissions

* The supplier should ensure that consent forms are completed by all participants and relevant permissions taken from schools and parents. British Council will provide consent form which should be used.
* The British Council will obtain permission to photograph at all locations.

Child protection

* The work will involve directing children under the age of 18 and therefore the photographer will agree to undergo a background check and receive a briefing on the British Council’s child protection policy, which can be read [here](https://www.britishcouncil.org/organisation/transparency/policies/child-protection).
* All engaged photographer(s) should submit their police clearance certificate.

Format

* Images should be supplied as high res, print quality (300 dpi) and colour corrected.
* We require wide angle shots that can be cropped into for multipurpose use (online and offline).

**F. Requirements**

**Requirement (Qualification/experience) of the photographer**:

* 5 years of proven experience in photography services in Nepal. (Previous work in educational project will be preferred)
* Creative and conceptualization skills
* Experiences of working with donors and government agencies is an advantage

To complete the assignment, the firm must be VAT registered according to prevailing law and regulation of Nepal.

**G. Other documents to refer.**

* + [Connecting Classrooms](https://schoolsonline.britishcouncil.org/about-programmes/connecting-classrooms)
  + [Core skills](https://schoolsonline.britishcouncil.org/international-learning/core-skills)
  + [Data protection](https://www.britishcouncil.org/privacy-cookies/data-protection)