



A. About ISC

The Institute for Sustainable Communities (ISC) is an international non-governmental agency working to unleash the power of people to transform their communities in the face of climate change. ISC's mission is to support communities, cities, and industries worldwide to address environmental, economic, and social challenges to build a better future shaped and shared by all.

B. Background

Aiming to strengthen the lower Mekong region as a competitive sustainable manufacturing hub, the Mekong Sustainability Manufacturing Alliance (The Alliance) program is driving private-sector adoption of improved environmental and social safeguards by factories in the multiple sectors. The program focuses primarily on Cambodia, Thailand, Vietnam, with both country-specific and region-wide activities.

ISC plans to create robust communications and meaningful engagement with multiple stakeholders. Therefore, ISC requests proposals from professional photography vendors to provide photography services for the Mekong Sustainable Manufacturing Alliance (The Alliance) project. The vendor will capture pictures and short video for use on all media channels, including the ISC website, social media accounts, promotional publications, and advertisements.

C. Scope of Work

ISC is seeking an organization or individual consultant to capture pictures and five 30-second videos of the factories and events in Vietnam. The period of consultancy work is from **1-31 December 2022**.

As part of the service, the organization or individual consultant will specifically:

- Travel to Vietnam and take pictures and five 30-second videos of project activities at the factory in Vietnam.
- Ensure that the pictures and videos taken are high-resolution and are provided to ISC in various formats and sizes for digital and print .
- Ensure that the pictures and and video taken are interactive, engaging, and represent the Alliance objectives. Guidelines will be provided before sessions.
- Create subtitles in English or Vietnamese for five 30-second videos.
- Collect written consent from all identifiable subjects.
- ISC owns all photos and video taken for this purpose (and therefore open for public use if on ISC publications).

D. Qualifications

- Local or international organization/ individual consultant based in Vietnam.
- Demonstrated at least 7 years of experience in the relevant field.
- Excellent creative, communication, and organizational skills.
- Attention to detail and time management skills.
- Fluency in English and Vietnamese are required.
- Experience working with INGOs or NGOs is an added advantage.

E. Submission Requirements

Interested organizations or consultants must provide information indicating that they are qualified to perform the services, along with cost information, by submitting a proposal via email to msma@sustain.org, with RFP – Photographer in the subject line by **November 29, 2022.**

Submissions should include the following information (max total of 5 pages).

- Name and contact details
- Description of qualifications
- Portfolio and example of design work on the relevant scope
- Cost information: The consultant should submit a detailed cost proposal in THB.