

Handicap International/Humanity & Inclusion (HI)

Afghanistan Program

Terms of Reference (ToR) Photographer/Videographer (Freelancer)

Location: Kandahar, Herat, and Kunar– Afghanistan

1. Background

Humanity & Inclusion (HI) has been supporting the Afghan people since 1987, initially operating from Pakistan before expanding its presence across Afghanistan in 1996 to deliver comprehensive victim assistance interventions. Through a cross-sectoral approach, HI works at multiple levels of society to support individuals affected by conflict, providing services ranging from comprehensive rehabilitation and mine risk education to inclusive livelihoods, while continuously advocating for the rights of victims and persons with disabilities and promoting the reduction of landmines and conventional weapons. In response to both acute humanitarian emergencies and long-standing gaps in essential services, HI has progressively expanded its programs to enhance resilience, participation, and inclusion of vulnerable populations. Currently, HI implements activities across Kabul, Kandahar, Herat, Kunduz, Bamiyan, Nimruz, Nangarhar, and Kunar, and these activities require visual documentation to support communication, reporting, and donor visibility.

2. Objective

The objective of acquiring the services of the photographer/videographer is to produce high-quality photo and video contents to document HI activities and show impacts in a clear, respectful way in compliance with HI, donors and host country government rules and regulations.

3. Scope of Work

- The freelancer is required to cover HI activities in Kandahar, Herat, Kunar, through photos, videos and storytelling.
- The freelancer needs to coordinate with HI field teams for planning and access purposes.
- The freelancer needs to follow HI security and access, safeguarding and other relevant policies and field protocols.
- The freelancer is required to ensure the beneficiaries consents are obtained in collaboration with HI representative prior to taking their photos or recording their videos.
- The Freelancer should be having approval to work as a freelancer in Afghanistan.
- HI is responsible to inform the ministry of economic about the scope of this TOR.

4. Deliverables

- Take and deliver to HI Afghanistan at least 150 high-quality photos.
- Produce and deliver to HI Afghanistan **3 videos: 1 video for Shifa project Herat, 1 AHF Kunar, 1 video for BMZ Kandahar. The videos must have English subtitles**
- 5 success stories in: **1 story for CDC in Kunar, 1 for Shifa project in Kandahar, 1 for Border response in Herat, 1 for BMZ Kandahar, 1 AHF Kunar**

- All deliverables must meet professional quality standards.
- The freelancer must add HI and possibly donors' logos to the products (photo book and videos)

5. Raw Materials

- Share all raw, unedited photos and video footage with HI-Afghanistan.
- No restriction on HI use of the collected and produced materials
- The freelancer cannot use the collected and produced materials for any purpose without a written approval from HI-Afghanistan.

6. Quality Requirements

- Clear composition, lighting, clarity, resolution, technical standard and framing
- Clear sound, no background noise on videos.
- Avoid shaky footage.
- Keep videos concise and relevant
- Accurate representation of activities
- Respect dignity and context
- No staged or misleading content

7. Timeline

- Final outputs should be delivered to HI within 5–7 working days after each visit or after the final visit.
- scope of work to be done in second week of May 2026.

8. Reporting Line and focal points

- The freelancer will work closely with HI focal points in the Grants/Business Development Team, Humanitarian Access and Security Team and with Operations Team.
- The freelancer is required to coordinate the visits on a daily basis with the field teams during the field visits to the mentioned provinces.

9. Required Qualifications

- Proven experience (at least 5 years of experience in this field)
- Experience with NGOs preferred
- Ability to work in field locations is required.
- Strong editing and storytelling skills are required.

- Ability to independently manage administrative requirements, including obtaining necessary licenses and permissions from relevant authorities (MoIC).

10. Payment & Modality

- This is a freelance assignment for a temporary period (maximum one month)
- The payment to the freelancer is based on agreed contract terms and deliverables.
- Accommodation, meals, and ground transportation (by car) will be covered by HI. Only air travel will be at the freelancer's expense.

11. HI Visibility and Communication Requirements

- The freelancer must follow HI branding and communication guidelines
- In collaboration with the HI representative, ensure that informed consent is clearly obtained from individuals before capturing any images or videos.
- The freelance must respect privacy, safety, and “do no harm” principles while interacting with HI staff and HI projects beneficiaries.
- The freelancer must follow guidance on sensitive contents.
- Align with donor visibility requirements when needed.

12. Data Storage and Handover

- The freelancer is required to store all materials on a hard drive.
- The freelancer is required to provide HI with full copy edited in a well-organized filing structure.
- The freelancer is required to keep backup until the final approval is granted by HI Afghanistan.

13. Proposal Application Procedure

Interested candidates shall submit their offers to the following email address: procurement@afghanistan.hi.org including the following information on or before 7th May 2026 (17h00 Kabul Time)

- Financial Proposal in USD incl. tax and all expenses to be incurred
- Technical proposal to meet the requirements + Methodological approach/work plan
- Proof of registration certificate / Documents proving the consultant's registration and any other documents certifying to the regularity of his/her activity
- Proof of Insurance certificate (including professional civil liability)
- Proof of medical repatriation insurance (Applicable for non-citizen only)
- Works certificate for 3 last jobs done or Reference letter
- Tax registration certificate + Proof of Tax Payment
- Consultant's CV
- Identification documents (Passport/ID)
- Copy of Bank book / Bank Detail