

Republic of the Philippines
Department of Agriculture
Philippine Rural Development Project (PRDP)
Regional Project Coordinating Office (RPCO)
Capitol Site, Butuan City

Information, Advocacy, Communications and Education Unit

Terms of Reference (TOR)

I. Background

Philippine Rural Development Project (PRDP) is a six-year project (2013-2019) designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. Externally, it will focus on expanding market access and improving competitiveness. Internally, it will introduce reforms in operating the Department of Agriculture (DA) bureaucracy.

II. Objective and Scope of the Services to be provided

The PRDP would like to invite the services of an individual for the position of **Photographer cum Videographer**. The individual to be hired will be engaged to provide services, inputs and support to the Project's implementation and capacity-strengthening activities for the PRDP. The following are the works to be accomplished and the qualifications of the individual to be hired for the Project:

A. Position & Responsibilities:

As a Photographer/Videographer, the person is mainly tasked to serve as described hereunder:

- Document PRDP activities through still/video camera (e.g. events, meetings, trainings, success stories, and other similar activities);
- Provide important details of the events/activities covered;
- Shoot products/agri-commodities, project sites etc. to be used for PRDP info campaigns/promotions materials.
- Download photos/videos in hard drive and make copies in CD format for distribution to requesting offices;
- Archive/organize photo files;
- Create slide shows for events or presentations needed by the Project;
- Print photos within or outside the office, if needed;
- Edit photos, if needed
- Maintain and troubleshoot for cameras/videocam and other AV equipment assigned to him/her.
- Archive/organize video files for easy filing and future use;
- Prepare and Edit videos as needed for release;

1. Required Outputs and Deliverables

- He/she shall come up with photos/videos to be used for the PRDP's IEC and promotional materials;
- He/she will have a library of photo/video files;
- He/she shall assist in the conceptualization and setting-up of photo exhibits during PRDP special events.
- He/she will be directly under the supervision of the InfoACE Unit Head.
- He/she shall assist in the conceptualization, production, and showing of various videos during PRDP special events/activities; and

2. Required Qualifications

- College level;
- At least three years experience as a photographer/videographer;
- Proficient in handling DSLR cameras/videocameras and other photography equipment and accessories (e.g. lighting, lenses, etc);
- Proficient in Adobe Photoshop, Adobe Premiere and other photo-editing software; and
- Good communication (oral and written), interpersonal, organizational, and presentation skills.

In addition, the applicant should be:

- Able to work independently, demonstrate initiative, take direction and collaborate well with others;
- Able to work under pressure;
- Hardworking and flexible; and
- Willing to travel and be assigned to shoot in different sites throughout the country.

Only applications received on or before January 30, 2015 at 05:00 PM will be considered. Shortlisted applicants will be contacted for the schedule of written examination and interview.

Please submit Application letter with 2x2 picture, Comprehensive CV, and Certificate of Previous Employment, Certified True Copy of School Transcript of Records and other credentials to the address below or email to prdp.proc13@gmail.com. Kindly indicate the position that the applicants are applying for as the subject.

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