Annex I

Term of Reference (ToR) Organizing Photo Exhibition and Talk Show For Human Rights Day Celebration 2022

Terms of Reference

Title: Organizing Photography Exhibition and Talk Show for Human Rights Day Celebration 2022 in Indonesia

Type of Contract: Contract for Services

Contract period: 17 October 2022 – 17 January 2023 (3 months)

Contract owner: UNESCO Jakarta Office, Social and Human Sciences Unit

I. Background:

UNESCO places human rights as the foundation of its actions through education and media. To raise awareness and strengthen the human rights narrative in Indonesia, UNESCO Jakarta Office and the National Commission of Human Rights Affairs of Indonesia (Komnas HAM) will conduct a photography exhibition and talk show in the commemoration of Human Rights Day on 10 December 2022. Both the exhibition and the talk show will be organized through the lens of youth and will cover several topics related to UNESCO’s mandates on human rights. The photography exhibition and the disability inclusion talk show will be conducted from 5 to 9 December 2022 with the following themes:

a. The Disability Inclusion

The challenges and exclusion faced by Persons with Disabilities (PwD) lead them to be portrayed in pitiful and extremely undignified ways. The negative images of persons with disabilities render them vulnerable and excluded. With the ongoing COVID-19 crisis, the pre-existing negative images and inequalities of the PwD to access of health, education, information, and other basic services are worsening. Building positive images of the PwD is potentially fostering disability inclusion by changing society’s perception of Persons with Disability.

UNESCO will target young people as participants to capture the positive images of Persons with Disabilities in the context of COVID-19 recovery. The exhibition and talk show will underline the importance of PwD roles during the COVID-19 recovery. Besides Human Rights Day, these activities also aimed for commemorating the International Day of Persons with Disabilities on 3rd December.

b. Visually impaired Cinema/Bioskop Bisik

Participation in cultural life, recreation, leisure, and sports is one of the rights hailed in the 2006 United Nations Convention on the Rights of Persons with Disabilities in its Article 30. This includes, amongst others, physical access to cultural spaces such
as theatres and museums and access to audio-visual entertainment through same language subtitling and audio-description. Sadly, this right is often overlooked in the face of other more pressing priorities. Through the experience of visually impaired persons watching films, the exhibition and talk show will highlight the aspiration of Persons with Disabilities for cultural enjoyment.

c. Indigenous rights through preserving indigenous language

Over 700 languages are spoken in Indonesia, but many of these indigenous languages are in danger of being forgotten. Most are not available natively on the Internet, making it difficult to facilitate their use by younger generations. The extinction of an indigenous language is an irreplaceable loss, not only to the people for whom it is their ancestral tongue, but also to all of humanity as it would represent losing part of the world’s collective cultural heritage. As the lead UN Agency for the International Decade of Indigenous Languages (2022-2032), UNESCO is committed to preserving and revitalizing indigenous languages.

The photography exhibition will showcase the lives of at least two indigenous communities in Indonesia, with a particular focus on youth -- their concerns, challenges and achievements. The goals are to raise awareness about the lives of indigenous people in Indonesia, who remain underrepresented in the mainstream media and to highlight the importance of preserving indigenous cultural heritage.

II. Objectives:

The objectives of the photography competition and exhibition are:

1. Raising and strengthening the human rights narratives in Indonesia.
2. Encouraging young people to communicate and shape ideas through photography about human rights issues, in particular disability inclusion and indigenous rights.

III. Expected Outputs:

1. Photography Exhibition:

   - Seven (7) final selected printed photographs each with the approved captions by UNESCO and Komnas HAM relevant to the topics above are to be displayed in Kendal Tunnel. The selected photographs will be based on the selected submission of photos from youth aged 18-25 years old.
   - No less than fifty (50) high-resolution digital photos from the contributors of each topic and other pictures documenting the exhibition and talk shows.
   - 16 R-sized – seven (7) selected photos in total from each topic to be submitted to UNESCO.
2. Talk show:
   - A talk show on “Disability Inclusion” is organized with a detailed rundown and speakers with prior consultation with UNESCO and Komnas HAM.

IV. Input

UNESCO Jakarta, together with Komnas HAM, will provide the Contractor with feedback and advice on the activities carried out as part of this contract.

The contractor shall utilize its expertise and networks within Indonesia to organize the activities mentioned in the terms of reference.

As part of the monitoring of activities, the Contractor shall ensure the attendance of UNESCO Jakarta staff or representatives in each process.

The exhibition venue will be in Kendal Tunnel, based on the recommendation of Komnas HAM. The talk show venue will be determined by Komnas HAM and UNESCO Jakarta Office. Depending on the needs, daily or weekly meetings prior to the activities shall be conducted to monitor progress and discuss concerns about the project.

In addition, UNESCO Jakarta Office will provide the contractor the soft file of UNESCO’s logo for promotional purposes during the implementation of these activities.

V. Duties and Responsibilities

Under the overall supervision of the Director of UNESCO Jakarta Office and direct supervision of the Programme Specialist for Social and Human Sciences, the contractor shall provide:

Photography Exhibition

5.1. Organizing an open call for photographs contribution to a targeting youth (18-25 years old) in Indonesia:

a. Provide and revise the work plan for both exhibition and talk show by 19 October 2022.

b. Develop and disseminate the promotional materials of the photography exhibition upon the approval of UNESCO.

c. Ensure the UNESCO and Komnas HAM’s logos are visible in all the promotional materials.

d. Ensure the implementation of the competition is in accordance with copyrights principles and refrain from potentially sensitive contents.

e. Submit the selected photos (no less than 50 high-resolution digital photos) from each topic to obtain the approval of UNESCO Jakarta Office by 21 November 2022 upon consultation with Komnas HAM.
f. Announce the selected photos (7 photos for all the thematic topics) no later than one week or by Monday, 28 November 2022 prior to the exhibition upon the approval of UNESCO and Komnas HAM.

5.2. Organize the photography exhibition

a. Print and exhibit 7 selected photos from each topic (15 photos in total) upon the UNESCO approval and consultation.

b. Print 7 selected photos in total (the size 16 R-sized photo) with the UNESCO’s logo to be submitted by 17 December 2022. The selection should be upon the consultation with UNESCO prior to the printing process.

c. Ensure UNESCO and Komnas HAM’s logos are visible in all the promotional materials related to the event.

d. Provide booths for UNESCO and UNESCO Kita Muda Kreatif which will be placed in the exhibition area.

e. Ensure the exhibition run in an inclusive manner where it is accessible to Persons with Disability.

Disability Inclusion Talk Show

5.3. Organize the Disability Inclusion Talk Show

a. Develop TOR of Talk Show including the agenda and questions for speakers as well as promotional materials for social media with prior approval of UNESCO.

b. Engage and invite the relevant speakers from the National Commission for Disability (KND), UNESCO Kita Muda Kreatif, and another stakeholder from private sector.

c. Ensure the talk show run in an inclusive manner where it is accessible to Persons with Disability, especially the provision of Indonesia sign language interpreter.

d. Undertakes to publicise the financial support of UNESCO in the following manner: acknowledge the contribution made by and display the symbol of UNESCO in all notifications, publications and materials that are the outcome of these activities.

e. Submit a final report detailing the engagement of exhibition, the implementation of the talk show, including the discussion, and the certified financial report by 17 December 2022.
VI. Key Deliverables:

a. Submit to UNESCO Jakarta no later than 18 October 2022 a detailed work plan along with the proposed cost.

b. To submit to UNESCO Jakarta Office the TOR of Talk Show including the agenda and questions for speakers as well as promotional materials for social media by 21 November 2022.

c. no less than 50 high-resolution digital photos from each topic, and other pictures documenting the exhibition by 21 November 2022.

d. a **final narrative report** detailing the exhibition visitors, talk show, printed 5 selected photos with UNESCO logo (16 R), along with a **certified financial report** by 17 December 2022.

VII. TIMETABLE AND DELIVERABLE

Contract Period: 3 months.

UNESCO shall make the following payments to the Contractor for the services to be provided under the terms of this contract:

<table>
<thead>
<tr>
<th>Instalment</th>
<th>Upon Submission to and Approval by UNESCO of the Following</th>
<th>Latest Date for Submission*</th>
<th>Amount in Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proposed work plan and cost estimation</td>
<td>18 October 2022</td>
<td>30%</td>
</tr>
</tbody>
</table>
| 2          | a. Draft of TOR of Talk Show, including the agenda, questions for speakers, and promotional materials  
|            | b. No less than 50 high-resolution digital photos, and other pictures documenting the exhibition | 21 November 2022          | 50%                  |
| 3          | a. Final narrative report detailing the exhibition visitors and talk shows.  
|            | b. Printed 16 R sized – 7 selected photos in total.  
|            | c. Certified financial report. | 17 December 2022          | 20%                  |

*Please note that the dates are subject to change, depending on the initial date of the contract.

**The contractor should note:**

a) UNESCO liability for the bank charge is limited to the charge levied by its bank only and does not extend to the bank correspondence charges payable at the payee’s end.

b) Taxes levied by national authorities on money paid to contractors by UNESCO are not reimbursable by the Organization;
c) UNESCO does not insure the contractor. It is, therefore, the responsibility of contractors to take out any insurance they may need against illness, accident, death, material damage, or other losses, which may or may not be imputable to the execution of their contract.

d) Payment will be processed upon approval of the agreed deliverable(s) together with a payment claim/invoice.

VIII. Qualification

A. Minimum Proposal
Interested Institution shall send the proposal (in English) to UNESCO Office, Jakarta the following elements:

1. Cover letter statement of interest and briefly elaborating the capacity of the Institution.
3. Description on how the organization would implement the activities.
4. A work plan with specific treatment of key deliverables and priorities to indicate.
5. The timeframe for the completion of the deliverables.
6. Comments on the Terms of Reference if any (in brief).
7. Short CVs of personnel involved.
8. Financial Proposal for the work as describes in the Term of Reference (ToR).

B. Minimum Requirements
1. A minimum of five years of relevant professional experience in conducting photography exhibition.
2. Having experience and excellent knowledge in advocating human rights related issues.
3. Having a good command in English.
4. Having an experience in working with UN system will be an asset.