

Terms of Reference (ToR) for Photographer and Image Editor

Title: Event Photographer – Africa @ World Bank Annual Meetings

Date of Event: October 14, 2025

Time: 9:00 AM (EST)

Number of Photographers (image editor inclusive): 03

Background:

The Nkafu Policy Institute of the Denis and Lenora Foretia Foundation based in Cameroon, is organizing the Africa @ World Bank Annual Meetings Forum in Washington, D.C. to amplify Africa's voice on key issues during the World Bank Annual Meetings. High-quality photography is required to document and promote the event on social media and across other media outlets.

Objective of the Role:

To provide professional photography services, capturing and editing high-quality images of all sessions, key moments, participants, and branding elements of the event. Professionally edit and deliver polished, high-quality images suitable for various media (reports, website, press releases, social media).

Scope of Work:

- Attend the event and capture key moments:
 - Opening and closing sessions
 - Keynote speeches and panel discussions
 - Audience interactions
 - Networking sessions
 - Group photos, participants and VIP shots
- Ensure proper lighting and composition in all photos.
- Provide live edited high-quality photos for live posts on social media during and after sessions and other performances.
- First set of action photos should be delivered at most 15 minutes into each sessions
- Provide a minimum of 400 edited, high-resolution photos for organizers' use.
- Deliver a curated selection of photos that tell the event's story within 2 working days post-event.
- Receive and review raw photo files from the event photographer.
- Select the best images for editing based on agreed criteria.
- Perform color correction, cropping, retouching, and enhancements.
- Add branding overlays or watermarks where needed.
- Ensure image formats are optimized for web and print.

- Deliver edited images within 2 working days after event

Deliverables:

- Raw photo files
- Edited, high-resolution images suitable for print, social media, and reports.
- Rights for unlimited non-commercial use by the organization.
- High-quality edited images and files in multiple formats (JPEG, PNG, etc.)
- All edited images stored securely and transferred to the organization.

Duration:

The event happens on October 14, 2025, from 9:00 AM – 16:30 A.M. (EST). Expectation is to have live action photos while each articulation unfolds and 400 additional edited high-quality photos as well as raw photo files 2 working days after the event.

Qualifications:

- Proven experience photographing international conferences/events.
- Portfolio of similar work.
- Professional-grade camera equipment.
- Proven expertise in image editing for events.
- Proficiency with Adobe Photoshop, Lightroom, or similar tools.
- Attention to detail and ability to work to tight deadlines.

Reporting:

The photographers/image editor will report to the Director of Communications and Strategic Initiatives at the Denis and Lenora Foretia foundation or to the Event's Manager representing the Foundation.

General Provisions for ToR:

- **Contract Type:** Short-term consultancy/service contract.
- **Payment Terms:** Negotiated.
- **Intellectual Property Rights:** All photos and edited materials produced will be the property of the Nkafu Policy Institute of the Denis and Lenora Foretia Foundation
- **Confidentiality:** Service provider must maintain confidentiality of all event materials and participants.