

## **TERMS OF REFERENCE OF RESOURCE SPEAKER FOR *BOOKLATAN SA BAYAN: TRAINING WORKSHOP ON BASIC PHOTOGRAPHY* ON MARCH 20-21, 2020 IN QUEZON CITY**

### **I. Background and Rationale**

*Booklatan sa Bayan* is a major program of the National Book Development Board (NBDB) that encourages the production of original content through the conduct of training workshops aimed at empowering the stakeholders of the book publishing industry. Although writers and illustrators are the customary participants of these capacity-building activities, there is no question that NBDB staff—as *Booklatan sa Bayan* implementers—also need to undergo regular skills development and professional trainings that will improve their morale, identify areas for improvement, and enhance their overall workplace performance.

The training workshop on basic photography will provide an opportunity for NBDB staff to learn about the basic principles of the art and the different techniques that they can apply when capturing images and documenting agency-related events with the use of either a mobile phone or digital camera.

### **II. Objective for Hiring Resource Speaker**

The objective of this short-term engagement is to contract the service of a Resource Speaker who will lead and facilitate the conduct of the *Booklatan sa Bayan: Training Workshop on Basic Photography* on March 20-21, 2020 in Quezon City.

At the end of the training workshop, the Resource Speaker should be able to:

1. Assess the basic know-how of NBDB staff on basic photography;
2. Equip NBDB staff with different basic photography skills and engage them on live photography sessions; and
3. Utilize the NBDB staff's gained skills on photography for future programs, projects, and activities of the agency.

### **III. Minimum Qualifications**

The Resource Speaker is expected to meet the following minimum qualifications:

- Served as a Resource Speaker to at least five (5) similar workshops in the last 5 years;
- Works have appeared/have been featured in print and/or online publications; and
- Residing or currently based in National Capital Region (NCR).

### **IV. Scope of Work**

The Resource Speaker is expected to undertake the following tasks:

1. Design the logical flow of activities and learning exercises towards the objectives and expected outputs of the training workshop;
2. Prepare needed PowerPoint presentation/s and technical equipment (cameras, lenses, lighting and photo-editing software, etc.) for the training workshop;
3. Employ appropriate training workshop methodologies;
4. Use gender-neutral language during training workshop proper and in all applicable materials to be utilized in the sessions;
5. Lead and provide direction to the facilitation of the activities to ensure that the expected procedures towards the outputs are conducted during training workshop;
6. Attend the pre-training workshop meetings and debriefing sessions organized by the NBDB project team; and
7. Coordinate with NBDB project team whenever necessary to ensure quality training outputs.

#### **V. Resource Speaker Deliverables**

1. Final training workshop program (flow and structure of sessions on March 20-21, 2020) to include PowerPoint presentation/s and relevant supporting materials
2. Actual conduct as Resource Speaker of the training workshop at the NBDB office in Quezon City

#### **VI. Arrangement**

1. Resource Speaker
  - a. Provide Curriculum Vitae (CV), bionote, copy of valid government-issued ID, photography portfolio or work samples, and proposed training workshop program upon expression of interest to NBDB's Call for Resource Speaker;
  - b. Collaborate with NBDB project team in the preparation of final training workshop program upon official engagement as Resource Speaker;
  - c. Inform NBDB project team ahead of time of required logistics; and
  - d. Shoulder other expenses that may be incurred before conduct of training workshop.
2. NBDB Project Team
  - a. Provide close guidance on the design of the final training workshop program;
  - b. Assist Resource Speaker to ensure smooth conduct of the training workshop;
  - c. Respond to the logistical requirements of Resource Speaker;
  - d. Provide Resource Speaker with meals during the training workshop; and
  - e. Recommend payment of professional fee of Resource Speaker to Administrative and Finance Division.

#### **VII. Remuneration**

The Resource Speaker shall be paid a professional fee computed based on his/her qualifications and in accordance with the guidelines prescribed in DBM Budget Circular No. 2007-01. Payment shall be subject to applicable government taxes and made through bank transfer, preferably Landbank. Otherwise, interbank charges will be shouldered by the Resource Speaker.

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**Attachment:**

Sample proposed training workshop program.

## SAMPLE PROPOSED PROGRAM

Title of Activity: **Booklatan sa Bayan: Training Workshop on Basic Photography**

Venue: **Quezon City**

Date: **March 20-21, 2020**

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

SESSION NO.	SESSION TITLE	OBJECTIVE	LENGTH OF SESSION	EXERCISE (if any)	EXPECTED OUTPUT (if applicable)
1	Exploring your Camera	<ul style="list-style-type: none"> <li>Introduce participants to the basic terms related to photography and important buttons/features of a phone camera and digital camera</li> </ul>	2 hours	N/A	N/A
2	The Art of Photography	<ul style="list-style-type: none"> <li>Teach participants how various artistic elements such as lighting, color, point of view, composition, etc. help frame an emotion or convey a message in photographs</li> </ul>	4 hours	Initial Hands-on Photo Shoot	1 Subject, 10 Photos
3	Types of Photography	<ul style="list-style-type: none"> <li>Familiarize participants with the different types of photography (portrait, landscape and travel photography, still-life photography, photojournalism, etc.) and techniques on how to capture powerful/captivating images</li> </ul>	2 hours	Photo Scavenger Hunt	Photo Reel/Album
4	Editing Images	<ul style="list-style-type: none"> <li>Equip participants with technical know-how on editing and post-processing of photographs using image-editing software</li> </ul>	2 hours	Photo Editing and Retouching Exercise	Before and After Photo
5	Presentation and Critiquing of Outputs	<ul style="list-style-type: none"> <li>Gauge participants' level of understanding/appreciation of sessions through final hands-on exercises and identify strengths and areas for improvement</li> </ul>	6 hours	Photo Walk	Final Photo

### PROPOSED PROGRAM

Title of Activity: \_\_\_\_\_

Venue: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

<b>SESSION NO.</b>	<b>SESSION TITLE</b>	<b>OBJECTIVE</b>	<b>LENGTH OF SESSION</b>	<b>EXERCISE (if any)</b>	<b>EXPECTED OUTPUT (if applicable)</b>