

TERMS OF REFERENCE

Individual Consultant for Art Direction

Duration: December 2024

Location: Bishwa Sahitya Kendra, Dhaka, Bangladesh

BACKGROUND

BRAC Institute of Governance & Development (BIGD) is a university-based knowledge center from the Global South that designs and implements rigorous multimethod research, grounded in developing country context, and builds capacities to improve development outcomes.

As part of the SuPWR project, we are planning to hold a 'Traveling Photo and A/V Exhibition' for outreach and dissemination in December 2024. The requirements proposed in this ToR are intended to contract an art director who will support BIGD's collaborative conference with the Institute of Development Studies (IDS) to set up a two-day exhibition of the Sustaining Power for Women's Rights (SuPWR) project.

SuPWR's approach aims to privilege members of women's movements' own understandings of power and struggles. In addition to and alongside SuPWR's research, we have collaboratively created artwork, photo stories and audio-visual outputs that tell stories of the struggles from the perspective of the struggle members themselves.

SCOPE OF WORK

BIGD-IDS is seeking services from an art director who is experienced in curating photography and multimedia exhibitions.

The exhibition will showcase a selection of the artwork, photo stories and audio-visual outputs created as part of the SuPWR programme, with the aims of:

- Visibilising and increasing understanding of the struggles amongst key stakeholders and audiences.
- Celebrating gains made and acknowledging backlash faced by struggle members.
- Sharing learning and solidarities between struggles both within and across countries.

The exhibition will take place from 8th to 9th December, 2024.

The exhibition will be an integral part of the SuPWR national conference in Bangladesh on the 8th of December, 2024 which will take place at the Bishwa Sahitya Kendra, Dhaka. The exhibition will include 32 photographs (to be printed) and 8 AV documentaries (to be screened at the venue) from 4 countries. The photos have been selected, captions prepared in English and AVs prepared.

REQUIRED SKILLS & EXPERIENCE

- Proven experience as an art exhibition curator/art director
- Creative mindset and superb eye for detail
- Possess strong interpersonal and communication skills
- Strong portfolio of working in Dhaka and abroad will have added advantage

SPECIFIC COMPETENCIES

Curation:

- Selecting appropriate spaces in sections to exhibit the photos of the four countries
- Setting up arrangements for AVs to be viewed - for multiple viewers
- Sorting out the chronology or photos and captions while maintaining a storytelling approach
- Placement of signage and branding materials

Printing:

- Determining the specifications and quality of the photos
- Assigning the production to the appropriate vendor/supplier
- Making sure that the specifications are followed
- Ensuring photo credits and captions are properly displayed

Exhibition set-up:

- Planning and executing the display of the photos in the venue
- Supervising lighting
- Advising on security
- Discussing alternative options with BIGD team
- Setting up arrangements for visitors to leave comments
- Advising on information dissemination on the exhibition

WORK SETTING

Duration of the assignment: The duration of the project will be approximately 7-10 working days, which include the two days of the exhibition.

- A) We expect to have a kick-off meeting before the exhibition to lay out the details of the work.
- B) Regular meetings leading up to the exhibition will be conducted to ensure all parties are on the same page.
- C) All pre-production work should be completed from BIGD-IDS's end and communicated with the consultant.

The project timeline is provided in the next section.

Briefing/debriefing arrangements: An initial meeting will be scheduled at least three weeks before the conference between the consultant and BIGD-IDS conference team in order to brief the consultant on the background information needed to develop the required deliverables. Regular follow-ups will be held with the consultant to brief about the tasks allocated within the specified working days, and review and debrief on completed tasks.

Reporting relationships and identification of responsibility for assessment of outputs

The Consultant will report to Mohammed Wadudul Islam, Communications Manager at BIGD, Shamsad Navia Novelly, Research Associate BIGD and Leah Murphy, Communications Team, IDS. All activities and deliverables shall be discussed and planned in consultation with BIGD-IDS.

Please note that the list of activities required to fulfill the project deliverables is not exhaustive, and it may be modified after further discussion with the contracted vendor.

PROJECT TIMELINE

Deliverable	Timeline
Kick off	November 15, 2024
Exhibition Plan	November 20, 2024
Printing	November 28, 2024
Set up	December 6 & 7, 2024
Exhibition	December 8 & 9, 2024
Post-event Debrief	December 15, 2024

PAYMENT TERMS

All-inclusive lump sum payment will be deposited to the vendor's bank account after successful completion of the assignment. Note that VAT and any other tax will be deducted at source.

Requests for clarifications should be directed to the Communications Manager.