

Scope of Work – Photography Consultant

The Assignment – Scope of work

UCT requires assistance with the photographic services and technical support for a series of daytime short courses, post graduate programme activities and evening events at the Nelson Mandela School of Public Governance during the course of 2019. The contractor's services will be requested not less than two weeks prior to any event. The contractor will be required to be present in the appropriate venue half an hour prior to the event's commencement, and for its full duration, or as otherwise identified by the school's Communications Manager. The consultant is required to provide their own equipment, inclusive of camera, appropriate lenses, any additional lighting and editing software.

Deliverables

- The Consultant shall deliver a range of still images documenting the course, activity or event, as identified with the relevant manager prior to commencement.
- The consultant shall ensure that the still images are professionally edited and formatted in an appropriate manner and delivered via online transfer service or in person via an external or portable drive.
- The consultant shall participate in ensuring that set up for professional photography is done at all events, or whenever called upon.

Compensation

- The consultant shall be required to register as a UCT vendor before payments can be processed. For individuals who are deemed dependent, the payments will be processed via UCT payroll on a "Paid on Claim" appointment or "Adhoc" appointment.
- The consultant will be paid a daily rate of R2, 000 (VAT inclusive) and is a UCT standard rate for such consultancy services.
- The number of days to be billed may not exceed 50 days.
- The Consultant shall, upon satisfactory completion of the assignment, submit an invoice outlining the activities undertaken, nature of the event and time spent on the assignment within 30 days of the event.
- Payment shall be undertaken through the UCT payroll system or creditors system and will be received within the 30 days from submission of invoice. This is subject to the type of contract that will be signed and the modality of payment. Payroll system has strict deadlines and these will be communicated beforehand to guide the invoicing processes.

Location of the work

It is expected that the consultant be responsible for their own transport to and from the selected venue for each event. The estimated standard daily rate includes the travel costs to events within Cape Town. For events outside Cape Town, the University will cover the costs of such travel and will negotiate the payment modalities with the consultant beforehand. The consultant will be expected to edit and electronically transfer finalized images from their own place of work.

Duration of Consultancy: 1 January – 31 December 2019

Responsible Mandela School Contact: The Communications Manager