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|  | Jobs at FSWC - First Steps Womens Centre Dungannon County Tyrone |

**Funded by The National Lottery Heritage Fund – thanks to National Lottery players**

# Tender Specification – Experienced Photographer

## Overview

First Step’s Women’s Centre (FSWC) Heritage Journeys Project: Voices of Migrant Women, is funded by the Heritage Fund, National Lottery and aims to capture and record the migrant women’s stories, focusing on the intangible cultural heritage (ICH) of the women who have travelled to and settled in the Mid-Ulster area. Through the project we want to connect with the women, their memories and recollection of their heritage and explore the importance of culture, history and traditions. In that context, FSWC invites tenders from experienced and compassionate photographers.

The portrait style photographs will showcase over 100 personal stories exploring and capturing the experiences, traditions, and cultural heritage of migrant women living in Mid Ulster, whilst creatively capturing the warmth, personality and vibrance of the women participating in the project. The photographs will be uploaded to a website and also published in book/let form. The photographs will need to be in a format that can be used to print large posters. FSWC is working alongside The Linen Hall Library, Belfast and will be hosting an exhibition of these portraits in poster size for an exhibition in the library. These larger poster size photographs will also be used in display across schools, community groups and other places within the Mid Ulster region.

The successful applicant must share our commitment to cultural sensitivity, safeguarding and the respectful representation of the women’s portraits.

The projected timeline line is for 25 portraits to be completed by February 2026 and final exhibition at the Linen Hall Library early March 2027.

## Scope of Work

Technical requirements include demonstrating professional equipment and skills (e.g., professional cameras, lighting, lenses, software proficiency), experience in diverse environments and with sensitive subjects, a proven understanding of quality control and project requirements (e.g., brand guidelines, digital delivery), and the ability to work under pressure while maintaining high standards and professional conduct. You must also provide evidence of appropriate insurance, and a clear method for data storage and delivery.

**Equipment & Technical Skills**

* **Professional Equipment:**

Specify professional-grade photographic equipment, including a versatile lighting setup, a range of suitable lenses, and professional editing software.

* **Lighting Expertise:**

Demonstrate competence in both natural and studio lighting, with the ability to adapt to different environments.

* **Software Proficiency:**

Show proficiency in software required for image editing, management, and delivery.

**Experience & Expertise**

* **Diverse Experience:**

Explore themes such as migration journeys, homeland culture, traditions, religion, social practices and adaption in Mid Ulster.

* **Handling Subjects:**

Provide evidence of experience working with diversity and cultural awareness including sensitivities of those from other countries.

* **Quality Control:**

Detail quality control processes to ensure all images meet the client's brand guidelines and technical standards before delivery.

* **Creative Problem-Solving:**

Demonstrate an ability to find creative solutions and deliver engaging images, even in challenging or less visually interesting settings.

**Project & Delivery Requirements**

* **Understanding Project Briefs:**

Show that you can interpret and adhere to specific project details, including branding, styling, and delivery deadlines.

* **Data Management & Delivery:**

Explain your method for storing, managing, and delivering digital photographic assets.

* **Fast Turnaround:**

Highlight your ability to work efficiently and deliver high-quality images quickly, particularly for media and event-related assignments.

* **Insurance:**

Confirm you hold the required amount of product liability insurance and other necessary coverage.

## Safeguarding, Ethics & Legal Requirements

* Compliance with GDPR and best practice in data protection.
* Agree to be vetted by FSWC through AcessNI.
* Ensure responsible, respectful, and culturally sensitive representation of participants.
* Maintain confidentiality and uphold FSWC safeguarding policies.
* Obtaining proper copyrights - to freely use the professional photos in promotional materials. Photographer permissions and licensing.
* Agree to comply with digital licensing requirements under Creative Commons Attribution 4.0 International License (CC BY 4.0).

## Project Management & Collaboration

* Work closely with FSWC staff and project coordinator.
* Provide clear project milestones, with regular updates and review points.
* Meet agreed deadlines for both soft launch and full launch.

## Outputs

* Images prepared for live exhibition
* Images uploaded to website and book formatting

## Experience & Skills Required

* Demonstrated experience in designing and hosting high-quality, accessible websites.
* Proven track record of working with heritage, cultural, or community organisations.
* Technical expertise in and multimedia integration.
* Commitment to equality, diversity, and inclusion.

## Added Value

We welcome proposals offering additional benefits, such as:

* Innovative ways Long-term digital preservation strategies.
* Multilingual support.
* Creativity in engaging multi media audiences.

## Scoring & Selection Criteria

1. Understanding of the Project & FSWC’s Aims – 20%  
2. Relevant Experience & Quality of Past Work – 25%  
3. Approach & Methodology – 20%  
4. Technical Skills & Standards – 15%  
5. Budget & Value for Money – 10%  
6. Reliability & Capacity – 10%  
Minimum Pass Mark: 60% overall and at least 50% in each of the first three criteria.

## Submission Requirements

Please include:  
1. Examples/links to at least two relevant projects (via website) showcasing portraits and recent work.  
2. A proposal outlining your approach, methodology, and sensitivity to cultural heritage.  
3. Proposed timeline from development to launch.  
4. Detailed costings, including development, licensing, hosting, maintenance and VAT (if applicable).  
5. Company profile and CVs of project team.  
6. Evidence of insurance cover for public liability and professional indemnity.  
7. References from at least two similar projects.

## Closing Date

Closing Date for Applications: Friday 17th October 2025  
  
Send submissions to: Michael McGoldrick – fswc.tenders@gmail.com  
Tel: 028 8772 7648 | Website: www.firststepswomenscentre.org