Arts and Creative Industries

Response Form

Engagement of Professional Photographers, Videographers and Graphic Designers

Instructions

1. Please complete the response form by ensuring all questions/ sections are answered.
2. Kindly ensure responses are as detailed as possible. All responses will be taken into account for the evaluation.
3. Submit the completed application form and all mandatory documentation to vnarts@britishcouncil.org.vn by **16 August 2021** (at 23:59 Vietnam time)

Section 1 – Contact Details

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(To be used on the Contract)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If applicable, to be used on the Contract)

Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact telephone number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please indicate in what capacity that you would like to be engaged

**[ ]** Photographer

**[ ]** Videographer

**[ ]** Graphic Designer

Section 2 – Portfolio and Reference

*(Please include a portfolio demonstrating your skills and experience with at least two references. Note that any files larger than 10MB should be sent via an internet link)*

Section 3 –Professional Fee

Please detail out your proposed professional fee at daily rate.

The number of days for each assignment can be negotiated and agreed prior to the start of the assignment. All domestic travel expenses as required by the assignment as agreed with the project team, to be arranged and paid for by the British Council, or reimbursable based on actual receipts. We follow the [EU–UN cost norms](https://eeas.europa.eu/sites/eeas/files/un_eu_costnorms2017_2.pdf) for professional fees and other expenses in Vietnam.

The graphic designer can also propose a pricing list for a wide range of items including logo design, banner, postcard, infographic, book cover, layout report, illustration, promotional items, etc. All costs should be inclusive of all applicable taxes.

The photographer/graphic designer/videographer will use his/her own equipment; cameras, microphones, software, and other accessories that may be required for this task.

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Data Protection and Consent

The British Council is the data controller of the information that you provide as part of your participation in the Engagement of Professional Photographers, Videographers and Graphic Designers Open Call. This means that the British Council is responsible for determining how your information is collected and used. The legal basis for collecting your data is that the processing is necessary for the performance of a contract – our agreement outlined in the Final Monitoring and Evaluation Consultancy Request for Proposal.

British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

For detailed information, please refer to the privacy section of our website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local [British Council office](https://www.britishcouncil.vn/). We will keep your information for ten years from the time of collection.

Data Protection and Consent:

**[ ]** Yes, I agree.

**[ ]** No.

Use of your contact details for other British Council activities.

British Council would like to use the information you provide to send details of activities, services and events (including social events) which we think are of interest. To choose your contact preferences, please check any of the boxes below.

You do not have to select any of the options and if you do, you may unsubscribe from any option at any time. We will process your personal information based on this consent. You may unsubscribe by sending an email to Nga.Phan@britishcouncil.org.vn

**[ ]** Email address you use for the Final Monitoring and Evaluation Consultancy Request for Proposal

**[ ]** Mobile number you use for the Final Monitoring and Evaluation Consultancy Request for Proposal

**[ ]** Use of your contact details for other British Council activities

FOR MORE INFORMATION

Nga Phan

Programme Manager, Arts and Creative Industries

vnarts@britishcouncil.org.vn