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REQUEST FOR PROPOSALS

Event Photography, ICMC Council meeting (Rome, 10-12 November 2026)

Background

Founded in 1951, the [International Catholic Migration Commission \(ICMC\)](#) was mandated by Pope Pius XII 'to unite and organize existing Catholic associations and committees and to promote, reinforce and coordinate their projects and activities on behalf of migrants and refugees' (*Exsul Familia Nazerethena*, 1952).

Today, ICMC convenes a global network of national Conferences of Catholic Bishops and other Catholic-inspired institutions, links Church actors at local, national, and global level to build knowledge, partnerships, and capacity, and advocates for international policies that uphold the dignity and rights of refugee and migrant families.

ICMC Council meeting

The Council is ICMC's highest governing body, and is made up of representatives mandated by individual member national Episcopal Conferences and other relevant Catholic institutions, from all around the world. The Council meets every four years for the Council meeting, and the next meeting takes place in Rome on 10-12 November 2026.

ICMC anticipates approximately 120 Council meeting participants. Council meeting proceedings (plenary and group discussions and presentations, keynotes, procedural elements) will take place at a conference facility in Rome on 10-11 November. The agenda also includes a Holy Mass with Migrants and Refugees and a gala dinner, both taking place in Rome on the evening of Wednesday 11 November.

A related event marking 75 years of the U.N Refugee Convention will gather approximately 200 participants at an alternative venue in Rome (tbc), on the morning of Thursday 12 November.

Scope of Work¹

1. Capture high-resolution images of the following Council meeting agenda items and related activities:
 - Tuesday 10 November (7.30-17.30h): Holy Mass; opening plenary; keynotes, presentations and testimonies; presentation of ICMC Presidential candidates.

¹ ICMC reserves the right to amend the specified Scope of Work at any point during the procurement process.

- Wednesday 11 November (16-19.30h): inaugural speech, newly elected ICMC President; closing remarks Secretary General; Holy Mass with Migrants & Refugees.
 - Wednesday 11 November (19-20.30h): Holy Mass with Migrants & Refugees; gala dinner.
 - Thursday 12 November (830-13h): related event, 200 participants.
2. Provide captions for each photograph, including date, location, names and positions/organisations of those photographed (latter required for portraits and small group photos only), embedded in English in the IPTC metadata.
 3. Transfer photos to ICMC via a secure Dropbox folder link.
 4. Liaise with ICMC communications staff to:
 - Capture images of selected ‘high level’ Council meeting and related activity participants.
 - Provide selected images to ICMC throughout the Council meeting, for upload to the online photo library for staff and press (uploads and online library managed by ICMC).

Deliverables

200 significant pictures of the Council meeting, spread across the identified agenda items:

- All pictures should be taken in colour.
- Photos should be sized at 5400 x 3600 pixels with a resolution of 300 dpi.
- Captions should be embedded in image metadata.
- Editing should be restricted to colour correction, framing and other adjustments that do not materially change original images – the use of AI is explicitly excluded.

All deliverables must be provided to ICMC within one week of the Council meeting’s conclusion, excepting images provided for the Council meeting online photo library for staff and press (see above).

Contractor Eligibility

Contractors must:

- Be resident in Rome or within daily travelling distance of the city (the assignment does not cover international/national travel or accommodation expenses), with permission to work in the European Union.
- Have demonstrable experience of producing high-quality event and meeting photography (experience photographing Vatican and/or Church-related events is desirable).
- Be able to work in English (additional capabilities in French, Italian and/or Spanish are desirable).
- Agree to abide by the terms and requirements of the ICMC Supplier Code of Conduct (Annex A) throughout the assignment.

Other Requirements/Information

- Copyright of all materials generated by the mission will be granted to ICMC in perpetuity. The author will be credited whenever a photo is used, and any violation of copyright law will be pursued appropriately by ICMC.
- The contracted freelancer is required to respect confidentiality when processing personal data and agree not to share any such information with third parties.
- The contracted freelancer is required to independently arrange travel and professional liability insurances for the assignment, as needed, and to provide proof of insurance to ICMC prior to the mission.

Content of Proposals

Technical proposal

- Planned approach to completing the assignment, including key tasks and allocated staff days/hours, and a summary of potential challenges and mitigating measures.
- Samples of prior work relevant to this assignment.
- Individual CVs for staff members proposed to complete the assignment.
- Confirmation of willingness to sign the ICMC Supplier Code of Conduct (Annex A) and Non-Disclosure Certificate.

Financial proposal

- Daily/hourly rates of proposed staff member(s).
- Direct costs (include local travel, and travel/professional liability insurance).
- Preferred payment terms.

Submission of Proposals

Completed proposals should be sent to procurement@icmc.net, with the subject line 'RFP: Event Photography, ICMC Council meeting', by **17h CET, Thursday 17 September, 2026**.

Annex A

ICMC Supplier Code of Conduct

- ICMC adheres to the highest ethical standards in procurement. These include principles of due diligence, integrity, impartiality, transparency, confidentiality, accountability, non-discrimination/ equal treatment of vendors, compliance with donor policies and good stewardship of resources in all procurement management practices.
- ICMC encourages its vendors/suppliers to adhere to the following principles and ethic clauses:
- ICMC expects its Supplier/Vendor to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud or bribery.
- Each Supplier must declare that neither bidding nor entering into a supply contract with ICMC creates any conflict of interest, and that the Supplier has not colluded with others in replying to an ICMC Request for Proposal or, in the case of successful proposals, carrying out its contractual obligations to ICMC. The Supplier must immediately notify ICMC if such a situation arises during the term of the Supply/Service Contract.
- Supplier/Vendors shall inform if they have any family member or relatives employed by ICMC and ICMC Staff must declare any relations with Suppliers/Vendors or any conflict of interest.
- The Supplier/Vendor must at all times act honourably and impartially in accordance with the code of conduct of its profession and must refrain from making public statements about either the RFQ or services rendered in connection with the scope of work without ICMC's prior consent. The Supplier/Vendor shall not enter into any obligations on behalf of or in the name of ICMC without the prior written consent of the ICMC.
- The Supplier/Vendor shall refrain from employing any child labour and undertake not to violate the political, cultural and religious mores of the recipient state.
- ICMC expects the Supplier/Vendor to prohibit forced or compulsory labour in its all forms.
- The Supplier/Vendor may not accept any payments from ICMC that are not provided for in the Supply/Service Contract. The Supplier/Vendor and its staff must not exercise any activity or receive any advantage inconsistent with its obligations to ICMC in connection with the Project. ICMC expects the Supplier/Vendor not to offer any benefit such as free goods or services, employment or sales opportunity to an ICMC Staff member in order to facilitate the supplier's business with ICMC.
- The Supplier/Vendor and its staff must comply with the confidentiality obligations set forth in the Supply/Service Contract. All reports and documents drafted, received or delivered by the Supplier must be kept confidential by the Supplier.
- The Supply/Service Contract shall govern the contracting parties' use of all reports and documents drafted, received or delivered by such parties during the term of the Supply Contract.
- The Supplier shall refrain from entering into any relationship or association likely to compromise its independence or that of its staff. If the Supplier or any of its staff ceases

to be independent, ICMC may, regardless of the extent of the prejudice or damages incurred by the Supplier/Vendor, terminate the Supply/Service Contract without further notice thereof and without being liable to the Supplier or any of its staff for any prejudice or damages incurred by the Supplier/Vendor or its staff.

- Failure to comply with one or more of the ethics clauses set forth in this Annex may result in (i) the termination of all contracts between the Bidder (or Supplier) and ICMC, (ii) the exclusion of such Bidder (or Supplier) from any future contracts with ICMC.