

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Exhibition Curator		<input type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time <input checked="" type="checkbox"/> Low Value contract	Lusaka, Zambia

Purpose of Activity/Assignment:

Objective:

- To curate a powerful and creative exhibition display for UNICEF Zambia for the 75th anniversary of UNICEF in November-December 2021.

Background:

In 2021, UNICEF commemorates 75 years as the leading organization working for every child. This critical moment in our history, together with our partners and supporters, we will reimagine the future for every child:

- Leverage UNICEF's history, experience and vision at a critical moment in time
- Express our DNA and the unique role we play on priority issues
- Reinforce our equity message – for every child
- Support and strengthen current and future partnerships

With both the annual anniversary of the UNCRC celebrated as World Children's Day falling on 20 November, and the UNICEF anniversary on 11 December, many country offices will plan activities to mark both moments through this period.

UNICEF Zambia is looking for a curator to research, coordinate and put together a powerful physical factual exhibition for a venue in Lusaka that will, in a creative way, chart the themes of:

- How childhood has changed in Zambia over the past 75 years
- UNICEF's work over the years in Zambia, referencing also global institutional history

The curation work will build on existing work by researchers, but will include i) suggestions for displays and the coordination of the same, ii) assembly and presentation of material iii) additional research, iv) writing of content v) work with graphic designs as part of a wider team vi) propositions for the launch event.

Overall, these will both tell the story of childhood development in Zambia over the past 75 years, but also highlight powerful stories of how UNICEF interventions have helped children along the way.

Where needed, we can make available:

- Graphic design services
- Photographers
- Printers

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

☐ YES ☒ NO If YES, check all that apply:

Direct contact role ☐ YES ☒ NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role ☐ YES ☒ NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2021	Requesting Section/Issuing Office: CAPE section, Lusaka, Zambia	Reasons why consultancy cannot be done by staff: Short-term defined task that needs dedicated time and expertise. The art exhibition for which the curator services will be required, need a subject matter expert. The current CAPE team does not have the level of expertise coupled with the constrain of time. The successful curator will have the necessary research skills and knowledge to set up a high-level exhibition	
Included in Annual/Rolling Workplan: <input type="checkbox"/> X Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both - Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview) - X		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract - <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor:	Start Date: 01.10.2021	End Date: 30.11.2021	Number of Days (working) 42 days
Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Initial exhibition creative plan following interviews with key staff, including proposals for displays and use of material	Report on finding for the needs + clear proposal	5 days	12%

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Supervisor:	Start Date: 01.10.2021	End Date: 30.11.2021	Number of Days (working) 42 days	
Research and content development leading to presentation of final designs and layout	Report documents on exhibition material	20 days	48%	
Approved content for layout and production	Files for design/printing	9 days	21%	
Setting up of exhibition space	Exhibition	5 days	12%	
Plan for launch event	Plan document	3 days	7%	

Estimated Consultancy fee			
Travel International (if applicable) (remote working, no travel)			
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input type="checkbox"/> Bachelors- <input type="checkbox"/> Masters- <input type="checkbox"/> PhD <input checked="" type="checkbox"/> Other <u>Diploma in Arts</u> <ul style="list-style-type: none"> Minimum diploma in an arts related field, Entry Disciplines – Social sciences / Arts 	Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> At least 7 years of experience in cultural / research work; Strong communication skills in English (spoken and written); Portfolio of exhibition work 5 years Professional experience in the field of curation Track record of event/exhibition management or equivalent professional experience Excellence in spoken and written English. Proficient in everyday office management computer software programming Personal Qualities: Self-motivated and driven Willing to work on strict time schedules Willing to work with diverse team members 		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>		
Request Authorised by Section Head John James	Request Verified by HR:		
<i>Approval of Deputy Representative Operations (if Operations):</i> _____ <i>Approval of Deputy Representative (if Programme)</i> _____			
<i>Representative (in case of single sourcing/or if not listed in Annual Workplan/or for Sections reporting to the Rep)</i> _____			

ⁱ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.