

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT/CONTRACTOR

SECTION	Communication
CONSULTANCY TITLE	Photographer for UNICEF ZCO Roster
TYPE OF ENGAGEMENT	<input checked="" type="checkbox"/> Individual Consultant <input type="checkbox"/> Individual Contractor
PURPOSE OF THE ASSIGNMENT: To establish a pool of professional photographers who will capture high-quality photos clips of various UNICEF supported field missions	
<p>BACKGROUND: Under the UNICEF Zimbabwe Country Programme (2022–2026), UNICEF is working closely with the Government and partners to ensure that more children and women—particularly the most deprived—have increased access to inclusive, quality health, nutrition, WASH, education, and child and social protection services.</p> <p>Visual products are a major part of the communication work of UNICEF, important to strengthen fundraising, advocacy and visibility to reach key stakeholders and to raise awareness on important issues and on UNICEF programmes.</p> <p>UNICEF Zimbabwe therefore needs to have a pool of photographers, who can be called on to create timely, powerful visual materials that highlight the impact of investments in the different programme areas and to demonstrate the situation of children during times of emergencies. These images will be used for communication, advocacy, and partnership building purposes, including fundraising efforts for the Country Office.</p> <p>Given the dynamic nature of UNICEF’s work and the need for rapid response during emergencies, these services will be required throughout the year, often at short notice.</p>	
<p>ASSIGNMENTS:</p> <p>Under the supervision of the UNICEF Zimbabwe Chief of Partnerships, Advocacy and Communications, and the Communications Specialist, and in close coordination with programme sections, the photographer will undertake the following assignments:</p> <p>1. Pre-production</p> <ul style="list-style-type: none"> Participate in inception meetings to understand the focus of each particular mission and the intended messaging. Conduct a pre-production information gathering session to compile all relevant programme background details, donor information, key messages, locations, schedules and itineraries, stakeholder names and titles, and captioning guidelines, ensuring accurate and consistent captioning of all photos content. <p>2. Production</p> <ul style="list-style-type: none"> Capture high-quality photographs, ensuring coverage of all required scenes related to the activities of the programme area. Capture and record the names and locations of each of the subjects being photographed Ensure ethical and inclusive representation of children and mothers, including obtaining signed consent forms, using the standard UNICEF Consent Forms. <p>3. Post-Production</p> <ul style="list-style-type: none"> Deliver raw and edited high-definition photographs suitable for print and digital platforms. Include captions and metadata for all images (location, date, description, consent details) Photos to be delivered to UNICEF within 4 days of fieldwork completion (unless requested to deliver within shorted notice period). 	

REASONS WHY CONSULTANCY CANNOT BE DONE BY STAFF:

Visual content is a cornerstone of UNICEF’s communication and advocacy efforts. High-quality photographs are essential for partnership building, fundraising, visibility, and engagement with key stakeholders, as they vividly convey the impact of UNICEF’s work and raise awareness on critical issues affecting children and women.

UNICEF Zimbabwe therefore requires a pool of professional photographers who can be mobilized quickly to produce timely and powerful visual materials. These images will highlight the results of investments across programme areas and document the situation of children during emergencies, ensuring that UNICEF’s response is communicated effectively.

High-quality visuals serve as credible evidence of UNICEF’s support to the Government of Zimbabwe, reinforcing accountability, advocacy, and donor confidence. Establishing Long-Term Agreements (LTAs) with trusted photographers is a strategic measure to guarantee timely access to professionals who understand UNICEF’s mandate, adhere to ethical standards, and deliver work that meets the organisation’s quality requirements.

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:

The photographer will be in contact with children during photographer, but would not spend more than 30min with one particular child at a time.

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):

The photographer will only take the name, age and location of the child. This would be during a conversation of less than 30min.

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

Tasks/Milestone:	Deliverables/Outputs:	Timeline
Pre-production, including inception meetings	Work outline	1 day
Production – taking of high-quality photos, while adhering to UNICEF ethical and child safeguarding standards.	<ul style="list-style-type: none"> At least 30 high resolution photos captured from each programme/event area Signed consent forms from the subjects or guardians who have been filmed. 	Between 1 – 5 days, depending on the assignment
Postproduction – editing of photos and submission to UNICEF	<ul style="list-style-type: none"> Raw and edited versions of at least 30 high resolution photos delivered to UNICEF Captions written to accompany each of the photographs - captions to include metadata for all images (location, date, description, consent details) 	Photos to be delivered to UNICEF within 4 days of fieldwork completion
<p>Minimum Qualification required:</p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Bachelor’s degree in communication, journalism, international development or a</p>	<p>Knowledge/Expertise/Skills required:</p> <p>Desirable</p> <ul style="list-style-type: none"> The photographer must be accredited with the Zimbabwe Media Commission. The photographer must be able to produce high quality photographs and be capable of communicating in the major local languages. Knowledge 	

<p>related field</p> <p>Enter Disciplines:</p> <p>Languages Fluency in written and spoken English, Shona and/or Ndebele is essential.</p> <p>Experience Demonstrated experience of previous work with UNICEF/other UN agencies or other international institutions (public or private) developing photos in the field. (Samples to be shared)</p>	<p>of other minority local languages is an asset.</p> <ul style="list-style-type: none"> • The photographer must have sufficient technical and creative skills and equipment to handle multiple projects at one time and against tight deadlines. • The photographer must be familiar with the latest technology in photography and have the capacity to edit, develop captions and subtitle multiple products. • The photographer must possess a high level of creativity and the ability to translate abstract ideas into attractive visuals. • The photographer must have prior experience producing similar materials as those outlined above. 		
<p>Supervisor: Chief of Partnerships, Advocacy & Communication</p>	<p>Start Date: February 2026</p>	<p>End date: 31 December 2026</p>	<p>Total Working Days:</p>
<p>Funding Source:</p>	<p>Grant number: Non-Grant WBS: TBA Grant Expiry Date: December 2026</p>		
<p>Requesting Section/Issuing Officer:</p>	<p>Tapuwa Loreen Mutseyekwa Communication Specialist</p> 		
<p>Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:</p>			
<p>Consultant Sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both</p>	<p>Consultant Selection Method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/ Desk Review/Interview)</p>		
<p>Payment</p>	<p>¹Lumpsum or monthly: Lumpsum at the end of the assignment</p>		
<p>Travel International (if applicable)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>Travel Local (please include locations)</p>	<p><input checked="" type="checkbox"/> Yes</p>		

¹ 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.

Consultants are an important temporary work force that contribute with their knowledge, skills and expertise in their respective fields of work.

The assignment of these contracts requires compliance with policy and guidelines and HR practitioners are best positioned to provide the assistance and advise to manager and hiring offices to ensure the effective and efficient use of this resource.

This page provides information regarding policy and guidelines, forms and documents required for the creation and management of contracts.

Please contact us at nyhq.consultants@unicef.org.

Contracts are delivery-based, i.e., the consultant is required to produce pre-determined, tangible, and measurable outputs/deliverables, aligned to the delivery schedule outlined in the Terms of Reference. Any single contract should not exceed 36 months duration to produce a single or set of deliverables under the same contract, to ensure best value for money based on periodic competitive reviews by the office.

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.

	<input type="checkbox"/> No Locations:
DSA (if applicable) Approximate number of days:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/> (for field trips)	<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"/>
Application requirement	<input checked="" type="checkbox"/> Technical Proposal <input checked="" type="checkbox"/> Financial Proposal
Request Authorized by Section Head	Request Verified by HR:

Approved by Deputy Representative
Operation (if Operations):

Approved by Deputy Representative
Programmes (if Programmes):

Text to be added to all TORs:
