

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title Individual Consultant – Photographers & Videographers	Type of engagement <input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Lusaka, Zambia
Purpose of Activity/Assignment: To provide visual documentation of key UNICEF Zambia activities.		
Scope of Work: To highlight UNICEF supported activities with the aim of enhancing UNICEF visibility and for advocacy purposes. Under the guidance of the Chief of Communication, the photographers/videographers will work closely with section colleagues, particularly Communication and other section chiefs and staff to perform the following tasks: <ul style="list-style-type: none"> - Take high-resolution photos/videos and write embedded captions of UNICEF-supported activities. - Provide scanned copies as well as hard copies of signed consent forms to accompany every photograph and people featured in the film. - Produce photos as per the UNICEF guidelines for photography and provide a complete set of images for use in publications, promotional materials, website or campaigns. 		
Child Safeguarding Is this project/assignment considered as " Elevated Risk Role " from a child safeguarding perspective? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, check all that apply: Direct contact role <input checked="" type="checkbox"/> YES <input type="checkbox"/> 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: <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Yes, the photographer and videographer will be in direct contact with children, but always under the supervision of a UNICEF staff and/or implementing partner. </div> Child data role <input checked="" type="checkbox"/> YES <input type="checkbox"/> 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): <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Yes, the consultant will have access to data and images (still photos and videos) of children. </div> More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates		

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Per day, a minimum of 50 colour digital images in high resolution shots as both jpeg and RAW files, with a smaller lower-resolution jpeg format as well (1000 pixels longer edge, JPEG format);	Selection of 50 colour images submitted.	Immediately after the assignment	As per daily fee
Caption information in “file info” and separate word format captions list. Caption information should consist of: date, place, subject names and age, and brief description of the situation photographed and should be embedded in the photos with the credit in accordance with UNICEF style.	Caption information embedded in file info and separate word format captions list submitted.	Immediately after the assignment	As per daily fee
The sets of digital images will be delivered on hard drives together with caption information and one set will be emailed via Dropbox or WeTransfer.	Sets of digital images delivered on hard drives with captions.	Immediately after the assignment	As per daily fee
Signed and scanned subject release forms (hard copies and scans) including for children under 18 years of age which will be signed by the child’s parents or legal guardians. These should be delivered to UNICEF Zambia Office together with the images.	Consent forms dully filled in and shared with UNICEF.	Immediately after the assignment	As per daily fee
Final edited films in MP4 format along with scanned consent forms – duration of the films will vary as per office needs and could include 1-minute videos for social media, to programme documentations of up to 60-90 minutes. To be determined.	Final edited films submitted as per requirements specified.	Immediately after the assignment	As per daily fee
Photos with photo credit and full captions (as per attached guideline) and should be able to be used by UNICEF free of rights . Note: UNICEF and the photographer will share copyright of all the photographs produced under this contract, with photographer granting to UNICEF non-exclusive world rights in perpetuity to all images.	Photos with photo credits and captions should follow UNICEF guidelines and be used by UNICEF free of rights.	Immediately after the assignment	As per daily fee

Budget Year: 2022/2023	Requesting Section/Issuing Office: Communication, Advocacy, Partnerships and Engagement (CAPE)	Reasons why consultancy cannot be done by staff: UNICEF Zambia needs to have photographs/films to document UNICEF activities for advocacy and communication purposes, including for use in donor visibility materials, publications, C4D, website and social media. Given that this need cuts across different programmes, requests for these services can overlap, making it difficult for staff in CAPE to provide support. UNICEF ZCO seeks photographers and videographers who can provide professional photographic/film coverage in digital format complete with embedded captions and digital consent forms for all those photographed/filmed.
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> 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/Desktop Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment

Travel International (if applicable)	NA
Travel Local (please include travel plan)	<p>The photographers/videographers on LTAs might be required to travel outside their duty station for specific events, visits and/or to gather content for stories, in which case they would make their own arrangements for travel and lodging.</p> <p>For duty travel, DSA shall be paid to cover costs for accommodation, meals and incidentals in accordance with the ICSC rate.</p>
DSA (if applicable)	For duty travel and when applicable, DSA will be paid as per UN rules, in addition to professional fee.
Total estimated consultancy costsⁱ	This will depend on the service required and number of days for each assignment.
<p>Minimum Qualifications required:</p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines:</p> <p>University degree or diploma equivalent qualification in photography or specialized training courses complemented by professional experience.</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • 5 -7 years' proven work experience in Photography/videography, including coverage of public events and development projects. • Familiarity with UNICEF programmes and development issues. • High level of creativity and initiative • Previous experience in shooting videos and taking photos of children for similar purposes or cooperation with UNICEF is considered an advantage • Work experience with UNICEF or other UN agency is an asset. • Strong communication skills with fluency in written and spoken English and preferably a Zambian language. • Ability to work with different teams and deliver to deadlines. • Good written and communication skills. • Good computer knowledge.
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input checked="" type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p> <p>The consultant shall also use personal laptop to perform his/her professional duties.</p>

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.