

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Writing and photography services for human interest story production for donor reports	8.3.1- Non-Grant	<b>Consultant</b>	Hybrid - virtual, office-based, and field visits
<p><b>Purpose of Activity/Assignment:</b> To produce 20 high-quality Human-Interest Stories and photos of UNICEF-supported programmes in Sierra Leone, for inclusion in donor reports.</p>			
<p><b>Scope of Work:</b></p> <p>UNICEF has a strong brand reputation across media platforms in Sierra Leone, communities, and partners. Across the board, the UNICEF brand is regarded as a formidable frontrunner on children's issues in Sierra Leone. This gives the brand the relevant credibility and moral stature needed to advocate for and promote the cause of children and young people in Sierra Leone. This positive recognition also sets a solid foundation for UNICEF to leverage, build a stronger voice, and take the lead in child rights and advocacy initiatives.</p> <p>Advocacy and visibility are critical toward the successful implementation/facilitation of all UNICEF programmes – Basic Education; Health and Nutrition; WASH, Child Protection; Planning and Management for Results and Evidence, Policy and Social Protection. Programme Effectiveness which encompasses cross-sectoral supportive strategy and mechanism comprises, External Relations and Advocacy (ERA); Social and Behaviour Change Communication (SBC), and Innovation. UNICEF Sierra Leone's Advocacy Strategy is being modelled around UNICEF's Global Advocacy Priority 2022 – 2025. These advocacy priorities are Child Survival, Nutrition, Immunization and Primary Health Care; Learning Crisis; Mental Health and Water and Climate Change.</p> <p>Communication tools and products—including Human Interest Stories—are key in illuminating issues, acknowledging support provided by partners to address these issues, and further galvanizing actions for positive change toward them.</p> <p>Therefore, a writer/ photographer is required to produce the required stories and photos.</p> <p>The following are the specifications of the deliverables:</p> <ul style="list-style-type: none"> <li>• Twenty (20) Human-Interest stories with five (5) accompanying photos each</li> </ul> <p>UNICEF will provide the relevant programme briefing and guidance to the writer/photographer right through the production process. The writer/photographer will work closely with programme teams to establish the various storylines, identify the ideal locations and</p> <p>The writer/photographer will provide all the relevant working tools, including computers and software, needed for his/her work and produce the designs in conformity with the UNICEF brand guidelines.</p> <p><b>It must be noted that the stories and photos produced will remain the exclusive property of UNICEF and must not be used for any other activity by any other persons or institutions without the expressed permission of UNICEF Sierra Leone.</b></p>			
<p><b>Child Safeguarding</b> Is this project/assignment considered as "<a href="#">Elevated Risk Role</a>" from a child safeguarding perspective?</p>			

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](#)

<b>Budget Year:</b> 2024	<b>Requesting Section/Issuing Office:</b> Communication and Advocacy	<b>Reasons why consultancy cannot be done by staff:</b> Inadequate time and human resources	
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
<b>Consultant sourcing:</b> <input type="checkbox"/> National <input type="checkbox"/> International <input checked="" type="checkbox"/> Both		<b>Request for:</b> <input checked="" type="checkbox"/> New- Consultancy Agreement <input type="checkbox"/> Extension/ Amendment	
<b>Consultant selection method:</b> <input type="checkbox"/> Competitive Selection (LTAs) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
<b>If Extension, Justification for extension:</b>			
<b>Supervisor:</b> Suzanne Wooster – Communication Specialist	<b>Start Date:</b> 26 <sup>th</sup> August 2024	<b>End Date:</b> 30 September 2024	<b>Number of Days (working)</b> 30 days
<b>Work Assignment Overview</b>			
<b>Tasks to be performed:</b>	<b>Deliverables:</b>	<b>Estimated Completion Date</b>	<b>% Milestone Payment</b>
20 Human-Interest stories	Final edited publication-ready human-interest stories highlighting key programme interventions/ results, data, and donor support – up to two rounds of reviews.	30 September 2024	A package of five stories with accompanying photos x 4

100 photos (5 photos per story)	Final edited photographs portraying key programme interventions and results, and donor support.	30 September 2024	
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<b>Estimated Consultancy fee</b>			
Travel International (if applicable)			
Travel Local (please include travel plan) - Locations to be agreed upon	N/A		
DSA (if applicable) - Local DSA rates will apply	N/A		
<b>Total estimated consultancy costs<sup>i</sup></b>			
<p><b>Minimum Qualifications required:</b></p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/></p> <p>Enter Disciplines:</p> <p>Linguistics/Mass Communication/Multi-Media Production/Journalism</p>	<p><b>Knowledge/Expertise/Skills required:</b></p> <ul style="list-style-type: none"> <li>• Knowledge and skills in creative writing and photography</li> <li>• Knowledge in working with the UN and other development partners and producing similar products over a five-year period</li> <li>• Knowledge of Child Rights and in working with children are added advantages</li> </ul>		
<p><b>Administrative details:</b></p> <p>Visa assistance required: No <input type="checkbox"/></p> <p>Transportation arranged by the office: Yes <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Hybrid (Home Based/ Office Based)</p> <p>If office based seating arrangement identified: Yes <input type="checkbox"/></p> <p>IT and Communication equipment required: No <input type="checkbox"/></p> <p>Internet access required: Yes <input type="checkbox"/></p>		

<sup>1</sup> 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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

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