

## TERMS OF REFERENCE

*The text in italics is there as a guideline – please remove it when preparing your TORs*

### SHORT TITLE OF ASSIGNMENT

Professional photographer to cover UNICEF's work in Tonga

### BACKGROUND

UNICEF, works with relevant partners to improve access to health and water for children among other interventions in Tonga. As part of our work, UNICEF works with local partners to ensure lifesaving vaccines reach every child in Tonga. Sometimes these journeys are treacherous. The purpose of the consultancy is to document the journey of a nurse on her mission to deliver and vaccinate island communities. In addition, the consultant will be taking pictures and videos of beneficiaries of WASH's desalination plants.

### OBJECTIVE / SCOPE OF WORK

UNICEF Pacific is seeking a professional photographer to be hired under a consultancy contract to take high quality images of health and water related activities in some of the hardest to reach communities in the country, including Ha'apai, Hafeva and Lofaga.

Given the materials will be used by the media and other partners on request. The photographer is expected to collect and deliver high quality material. The content will be used across UNICEF's communication channels.

UNICEF and the photographer will share copyright of all the photographs produced under this contract, with the photographer granting to UNICEF non-exclusive world rights in perpetuity to all images.

The consultant is expected to maintain at all times demeanour and behaviour consistent with highest journalistic ethical standards aligned with UNICEF principles of working with children.

The consultant will be responsible for arranging their own travel to and accommodation in Ha'apai. Additional travel for Hafeva and Lofaga will be arranged by UNICEF.

- Shots need to be done with digital DSLR; other format is acceptable only upon request;
- On assignment completion, the service provider transfers the complete set of photos, including relevant consent forms and captions – as per the individual assignment – to UNICEF, using the fastest and most effective means of transmission, i.e. either via internet or hard disk drive
- Service provider works with his/her own photographic equipment which needs to meet the latest industry standards.
- The service provider has the ability/capacity to work throughout Tonga.
- Service provider is familiar with and in all instances respects the UNICEF photography guidelines, the UNICEF Principles and Guidelines for Ethical Reporting

### ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS PAYMENT SCHEDULE PER DELIVERABLE

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT (%)

The consultant is expected to collect and deliver high quality images. The content will be used across UNICEF's communication channels to feature health care workers taking dangerous pursuits to deliver vaccines and also capture the impact of WASH's desalination plants in Lofaga and Hafeva.	<ul style="list-style-type: none"> <li>• Submission of 25-30 fully edited photos per work day in high resolution and with complete caption information to UNICEF – ready to be used for multi-media publications ranging from electronic to print</li> <li>• Rough edit selection of best images including caption information, for review by UNICEF – on a case-by-case basis.</li> <li>• Post-production including complete caption information</li> <li>• Submission of UNICEF standard subject release form – together with the photos</li> </ul>	4 Days	100%
			TOTAL 100%

#### QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

☐ Bachelors ☐ Masters ☐ PhD ☒ Other

*Provide details of the expected educational qualifications.*

#### Experience:

- Minimum of three years' experience in photography/videography;
- Experience in having worked for similar events either with the UN or other development agencies in the Pacific is preferred.

#### Demonstrable Skills:

- Ability to deliver photographic images according to the specified quality and technical requirements;
- Substantive experience producing visual content for print, broadcast, online and social media platforms;
- Ability to meet deadlines;
- Ability to produce video captures is desirable;
- Attention to detail; and
- Versatility, judgement and maturity.

#### Languages:

- Fluency in written English is required. Expresses ideas and facts in writing and orally in a clear, organized and convincing manner appropriate to the audience and occasion.
- It will be good to have sound knowledge of local language when working with communities.

#### Competencies:

- Experience of working with children and young people; and
- Knowledge of children's issues.

### CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

The consultant is expected to be hired in country and will be supervised by the Communication Officer – Avneel Chand throughout the whole Four (4) days.

### ADMINISTRATIVE ISSUES

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. Consultants 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.

No contract may commence unless the contract is signed by both UNICEF and the consultant

Consultant will be required to complete mandatory online courses (e.g. Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of offer and before the signature of contract.

### GUIDANCE FOR APPLICANTS

- Please submit a **separate financial offer** along with your application. The financial proposal should be a **lump sum amount for all the deliverables** and should show a break down for the following:  
Daily fees– based on the deliverables in the Terms of Reference above  
Travel (economy air ticket where applicable to take up assignment and field mission travel  
Living allowance where travel is required  
Miscellaneous- to cover , health insurance (including medical evacuation for international consultants), communications, and other costs.