

TERMS OF REFERENCE

SUMMARY

Type of Contract (tick the appropriate box)	Individual Contractor	Individual Consultant (Deliverable Based)	Technical Assistance to IP (individual)
Title	Photographers/Videographers		
Purpose	To provide visual documentation of key UNICEF Zambia activities		
Location	Countrywide		
Duration	11.5 months (On As Needed Basis)		
Start Date	15/04/2021		
Reporting to	Chief of Communication, Advocacy, Partnerships and Engagement (CAPE)		
WBS/Grant No.	Various (depending on assignment)		

BACKGROUND

Photography/Video plays a key role in increasing UNICEF ZCO visibility and profile, including advocacy for child rights, supporting visibility for beneficiary voices, highlighting impact, and fulfilling partnership requirements. UNICEF requires the support of experienced photographers/videographers who can provide professional photojournalism/documentary coverage of UNICEF supported activities in 2021 and beyond.

JUSTIFICATION

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.

UNICEF ZCO seeks an additional consultant to provide professional photographic/film coverage in digital format that create powerful visuals to enhance story-telling and documentation.

OBJECTIVES / TARGET

To highlight UNICEF supported activities for enhance UNICEF visibility and for advocacy purposes

DESCRIPTION OF THE ASSIGNMENT (SCOPE OF WORK) / SPECIFIC TASKS

Under the guidance of the Chief of Communication, the photographers/videographer will work closely with section colleagues, particularly Communication, Health and WASH, to perform the following tasks:

- 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.

EXPECTED DELIVERABLES

The photographer will be expected to deliver the following for each day of work:

- Per day, a minimum of 25 colour digital images in high resolution shots
- 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.
- 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.
- Final edited films in MP4 format along with scanned consent forms
- 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.

AREAS TO BE CONSIDERED

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 photographers/videographers may be required to work closely with a writer and/or UNICEF staff. UNICEF uses images for a variety of purposes, requiring that digital images be of sufficient quality – resolution – to ensure quality print, as well as web, reproduction.

LOCATION AND DURATION

- Starting period: 15 April 2021
- Location: Countrywide – UNICEF Zambia programme areas, depending on assignment

PAYMENT SCHEDULE

- This consultancy will establish a 11.5 month contract with a value of \$1. Payments will then be made with each agreed assignment based on an established day rate and living allowance (for travel).
- Fees will be paid in Zambian Kwacha on submission of an invoice for days of work and acceptance of delivered services. Invoicing will be done on a monthly basis.
- The photographer will be expected to work from home, with occasional meetings in UNICEF office in Lusaka. Assignments will likely involve travel within the country.
- The photographer will be expected to supply all photographic equipment and cover related communication costs (Internet access/email)
- For project site visits, UNICEF Zambia will cover in-country transportation and DSA in line with an agreed rate.
- The photographer will be required to sign the necessary health statements for consultant/individual contractors prior to taking up the assignments and to document that they have appropriate health insurance.

In the event of non-satisfactory images provided, UNICEF shall withhold payment.

QUALIFICATION/SPECIALIZED KNOWLEDGE AND EXPERIENCE

- University degree or diploma equivalent qualification in photography or specialized training courses complemented by professional experience.

- 5 -7 years' proven work experience in photography, including coverage of public events and development projects.
- Familiarity with UNICEF programmes and development issues.
- High level of creativity and initiative
- 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.

EVALUATION METHOD

Candidates will be evaluated based on the strength (technical) of their portfolio and experience, and a review of their rates (day rate and living allowance for travel rate).

ADMINISTRATIVE ISSUES

- *Interviews if necessary indicating for which experts/position (in general, the evaluation of experts is conducted on the basis of their CVs and portfolios).*
- *Whenever possible, bidder should be requested to provide an all-inclusive cost in the financial proposal. Bidder should be reminded to factor in all cost implications for the required service / assignment*
- *When travel is expected as part of the assignment, it shall be clearly specified (e.g. location, duration, number of journeys ...etc.). Bidder shall be required to include the estimate cost of travel in the financial proposal. It is essential to clarify in the TOR that i) travel cost shall be calculated based on economy class travel, regardless of the length of travel and ii) costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC).*
- *Unexpected travels shall also be treated as above.*

POLICY BOTH PARTIES SHOULD BE AWARE OF

(ONLY APPLICABLE FOR INDIVIDUAL CONTRACTS)

- *Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.*
- *Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.*
- *No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.*
- *For international consultants outside the duty station, signed contracts must be sent by fax or email.*
- *No consultant may travel without a signed contract and authorisation to travel prior to the commencement of the journey to the duty station.*
- *Unless authorised, UNICEF will buy the tickets of the consultant. In some cases, the consultant may be authorised to buy their travel tickets and shall be reimbursed at the "most economical and direct route" but this must be agreed beforehand.*
- *Consultants will not have supervisory responsibilities or authority on UNICEF budget.*
- *Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.*

- *The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.*