

# **LONG-TERM AGREEMENT FOR INDIVIDUAL CONSULTANTS**

## **TERMS OF REFERENCE**

**Title:** Long Term Agreement (LTA) for Individual Photographer

**Duty Station:** Home based consultancy contract

**Duration of LTA:** Maximum of 36 months

**Closing Date:**

### **1. BACKGROUND / RATIONALE**

UNICEF is seeking to hire consultants under Long Term Agreement to support its communication and advocacy efforts and fulfil short-term freelance assignment needs on an ad-hoc basis. The assignments to be carried out by the photographers will include taking images of field activities, covering events and campaigns etc.

As per UNICEF's principles, the dignity and rights of every child are to be respected in every circumstance. While photographing/filming children, special attention needs to be taken to ensure each child's right to privacy and confidentiality, to have their opinions heard, to participate in decisions affecting them and to be protected from harm (ANNEX 2). The best interests of each child are to be protected over any other consideration, including advocacy for children's issues and the promotion of child rights.

### **2. PURPOSE OF ASSIGNMENT**

Selected photographs will be used in UNICEF's communication and advocacy materials such as publications, digital platforms, websites, educational and awareness-raising materials, etc. In addition, these products will be used to promote children's rights in Cambodia and support UNICEF and UN mandates.

Additionally, the consultant will provide descriptive captions or quotes (depending on the image) for all edited/finalized photos

### **3. PROGRAMME AREA AND SPECIFIC PROJECT AREA**

The Communication Section will be responsible to manage the LTA. The consultancy services will be made available for use by all sections in UNICEF Cambodia.

### **4. OBJECTIVE(S)**

This selection process aims at hiring professional photographers to produce high-quality visual content on UNICEF work in Cambodia.

### **5. MAJOR TASKS TO BE ACCOMPLISHED**

Under the oversight of the Chief of Communication and the Communication Specialist, the consultant will work closely with the section and officer seeking the photography service for a specific assignment within the Country Office.

This consultancy aims to provide visual documentation of the work supported by UNICEF and capture the moments in the lives of children/adolescents to produce communication and advocacy materials to be used by UNICEF Cambodia and external partners across various platforms.

The assignment aims at professional photographic coverage of UNICEF-supported programmes (programmatic interventions), first-person narrative visual storytelling of children's lives in Cambodia and capturing positive, everyday voices through portraits of children, adolescents, and families.

The duration and scope of each assignment will be determined on a case-by-case basis.

**Responsibilities of the Consultant:**

- I. The photographers will use their own equipment and transportation to conduct assignments.
- II. The Photographers are responsible for pre-selecting a shortlist of the best images. The minimum number of photographs from each assignment will be agreed upon with the photographer.
- III. The photographers will not put their own name or logo/emblem on the content / final product. The only organization branding will be UNICEF, if required.

**Responsibilities of UNICEF:**

- I. UNICEF will provide all details pertaining to the activity and the requirements
- II. UNICEF will orient the consultant on UNICEF’s branding guidelines and expected standards of conduct.

**6. DELIVERABLES**

No.	Deliverable
1.	Submit photographs no later than the agreed deadline and in a digital form suitable for large-size colour printing (i.e. 300dpi, DNG, TIFF, jpeg etc.) with appropriate dimensions, colour adjustments, noise reduction and other post-processing as agreed with the service requestor (ANNEX 1).
2.	All photographs must comply with UNICEF's ethical guidelines. It includes the use of consent forms in relevant cases.
3.	Accompanied by captions embedded in the photo files as metadata and submitted separately in a WORD document in English specifying depicted activities, location, date, names of subjects, photographer's name and other relevant details.
4.	The files will be submitted on a memory stick/external hard drive, or a suitable file share platform as agreed between the service requestor and the contractor.

**7. 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 below 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 consultant will produce high-quality photographs of UNICEF-supported initiatives, including those with the direct participation of children. A UNICEF staff will thoroughly supervise the consultant when children are present. Also, as part of the children's safeguard policy, parents of people under-18 must sign a consent form authorizing the photograph session beforehand.

**Child data role**  YES  NO

If yes, please indicate below 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](#)

## **8. LOCATION**

The photographer is expected to be based in Cambodia. UNICEF Cambodia will not cover international travel costs for the photographer to travel to Cambodia to conduct assignments with the country office.

## **9. DURATION**

The duration of this LTA is of 12 months, renewable to the maximum of 36 months upon satisfactory performance and availability of funds.

The duration of each specific assignment commissioned under this LTA will be determined depending on the scope of the photography project. The range of each assignment, including photography and post-production working days, will remain within the fees established for the LTA, and agreed upon prior to assigning the photography project.

## **10. TRAVEL**

If travelling within Phnom Penh, consultants are expected to cover their travel costs unless further arrangements are agreed upon before accepting the assignment.

In cases where travel away from the base location (i.e. place of residence, business offices) is required, the service provider must provide transportation, logistics and living allowances. Therefore, it should be included in the proposal request.

Consultants are also expected to observe UN security recommendations, e.g. to avoid designated areas at designated times. The UN cannot provide insurance for any damage to the photographer's equipment or personal injury experienced during an assignment.

The photographer supplies all photographic equipment.

## **11. REPORTING REQUIREMENTS**

Consultants will report directly to the service requestor from UNICEF.

The UNICEF service requestor will be responsible for providing a clear brief of the assignment to the photographer, including required deliverables. The photographer must review the brief thoroughly to prepare for the assignment and ensure a clear understanding of expectations and deliverables.

Assignments will be carried out either under the direct supervision of UNICEF or indirect supervision when a consultant will, for example, cover a project delivery in the field and will not be accompanied by a service requestor. If working with indirect supervision, consultants are expected to remain in daily contact with a service requestor.

Files must be submitted through a hard drive and/or any other means agreed with UNICEF, and photo captions should be shared in a word document and included in each file's metadata. Consultants may be required to liaise with other parties, e.g. partner organizations, to conduct the assignment.

## **12. PAYMENT SCHEUDLE LINKED TO DELIVERABLES**

Payments will be calculated based on the daily fees presented for this tender process. It will be processed after the successful completion of the assignment. Payment will only be made for work satisfactorily completed and accepted by UNICEF.

### **13. CONTRACT SUPERVISOR**

Chief of Communication

### **14. NATURE OF 'PENALTY CLAUSE' TO BE STIPULATED IN CONTRACT**

Unsatisfactory performance: In case of unsatisfactory performance, the contract will be terminated by a notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period.

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

### **15. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ LANGUAGE SKILLS REQUIRED (Please use as applicable)**

#### Qualifications and Experience

- Bachelor's degree or certificate in a relevant field such as photography, communications, journalism, marketing, advertisement, filmmaking, etc.
- Five years of proven experience in professional digital photography
- Demonstrated experience in photography in the area of development/human rights/child

#### Knowledge and Skills

- Demonstrates professional competence and knowledge of the areas of work
- Proven expertise in development photography
- Utilise high-resolution, state-of-the-art digital camera/equipment for the assignment
- Have good image editing skills and experience
- Be available and willing to travel for the assignments
- Have the ability to work under pressure, be open to input/scrutiny, respect cultural contexts and deliver on tight deadlines
- Experience working with UN agencies and International Organizations would be desirable

#### Competencies

- Ability to work quickly and responsively
- Cultural sensitivity and valuing diversity
- Demonstrates integrity and high ethical standards
- Promotes the vision, mission and strategic goals of UNICEF
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment

#### Languages

- Fluency in English is required (this will be essential in captioning the photographs).
- Fluency or good knowledge of the Khmer language is highly desirable and will be considered an asset.

### **16. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)**

A two-stage procedure shall be utilized in evaluating proposals, where the evaluation of the technical Proposal will be completed prior to any price proposal being reviewed and compared.

The total number of points allocated for the technical qualification component is 100. The technical qualification of the candidate/individual is evaluated based on the following technical qualification evaluation criteria:

Criteria	Marks	
	Min	Max
Education and previous experience (including the number of years as a professional photographer and previous experience in development photography)	15	20
Knowledge of the Khmer language	7	10
Quality of previous work (as seen in submitted products)	35	40
<b>TOTAL TECHNICAL SCORE</b> The minimum overall qualifying score is 57. Only those candidates who meet the overall qualifying marks of 65 and score the minimum cut-off in each of the above sub-criteria, including the interview, will be considered technically responsive, and their financials will be opened.  Only the candidates who have attained a minimum of 50% of total points will be considered technically qualified candidates.		
<b>Financial Score</b> Production costs & necessary expenses, transparency and efficiency of costs		30
<b>TOTAL</b>		<b>100</b>

## 17. FINANCIAL PROPOSAL:

Only the financial/price proposal of candidates with a minimum of 50% score in the technical evaluation will be considered and evaluated. The total number of points allocated for the price component is 30.

The Cumulative Analysis Method (weight combined score method) will be used for evaluation and selection. The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technically qualified candidates with a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price. The Contract shall be awarded to the candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

### Financial Proposal to include:

#### 1) Production daily fee in Phnom Penh

Proposed all-inclusive daily production fee for more than 5 hours of photo-shooting. All-inclusive means the fee will include all expenses, including transportation and other costs. If photo-shooting will require less than 5 hours, a half-day rate will apply (50% of the agreed daily rate).

#### 2) Production daily fee outside Phnom Penh

Proposed all-inclusive daily production fee, including all related travel expenses (transportation, living allowance, accommodation, and other costs). The service fee will be applied only for the days the service was rendered; Service Providers are not entitled to service fees for the travel time.

#### 3) Post-production daily fee

Proposed all-inclusive daily post-production fee (for more than 5 hours of post-production. It includes time spent on editing, captioning, etc. A half-day rate will apply if less than 5 hours is required (50% of the agreed daily rate).

Applications without one of the required documents or elements will be treated as incomplete and will not be considered for further processing.

## **HOW TO APPLY:**

**Interested candidates may submit the documentation required as follows:**

- i. Cover letter
- ii. CV/resume
- iii. Portfolio containing a selection of images of development work/social realities (preferably from Cambodia but can include other countries) which can be provided in digital format.
- iv. A financial proposal (for the categories applied) as per the template attached. Please do not forget to specify your name in the file while saving (to be uploaded online under “Financial Proposal” tab).

**Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.**

***Without all the above 4 documents your application will be considered incomplete and invalid and will not be considered further.***

- Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.