

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
<b>Long Term Agreement: Individual Consultant – Photographers &amp; Videographers</b>	To be determined for each assignment	<input type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input checked="" type="checkbox"/> Individual Contractor Full-Time	Lusaka, Zambia
<b>Purpose of Activity/Assignment:</b> To provide visual documentation of key UNICEF Zambia activities. The photo collection will be used in producing printed materials such as posters, flyers, brochures, folders and digital materials such as website and social media platforms to leverage and engage UNICEF's audiences, partners and donors.			
<b>Scope of Work:</b> 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"> <li>- Take high-resolution photos/videos and write embedded captions of UNICEF-supported activities.</li> <li>- Provide scanned copies as well as hard copies of signed consent forms to accompany every photograph and people featured in the film.</li> <li>- 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.</li> </ul>			
<b>Responsibilities:</b>  The consultant shall supply all photographic equipment and provide transmissions of rough edit selections of best images, with complete caption information.  On assignment completion, the broad edit will be transferred electronically and by external drive to the Communication Section with complete captions.  UNICEF Zambia has first selection rights to all originals taken on this assignment with non-exclusive concomitant world rights in all media in perpetuity.			
<b>Technical proposal:</b>  Interested individuals will submit a Technical Proposal, with a description of their experience, as well as a portfolio of previous work. The Technical Proposal should include, but not be limited to, the following: <ul style="list-style-type: none"> <li>• Short profile, including CV, diplomas, certificates of photography-related studies.</li> <li>• Detailed individual portfolio showcasing range of work (i.e. outdoor, indoor conferences, portraits, group activities etc.) with links to specific sites/media outlets/publications where the works have been published.</li> <li>• A description of production capabilities: photographic equipment for taking quality images in studio and outdoors, including related hardware and software to manage images.</li> </ul>			
<b>Financial proposal</b> in local currency (ZMW) aligned to the assignment to be submitted.			

Application submitted without technical and financial proposal will not be considered.

**Copyrights**

UNICEF Zambia will have the right to use the photos in perpetuity in print, web and on multimedia platforms and upload on its global databas

**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 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:

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.

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):

Yes, the consultant will have access to data and images (still photos and videos) of children. The duration will depend on the assignment. The photographer/videographer will always work with a UNICEF staff that will provide guidance on how to protect children’s integrity in alignment with UNICEF brand book. When necessary, UNICEF will not use real names to protect the identity of the child. All these actions will be discussed with PSEA focal person and Child Protection team.

More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

<b>Work Assignment Overview</b>			
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 <b>free of rights</b> . 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

<b>Budget Year:</b>  2024	<b>Requesting Section/Issuing Office:</b>  Communication, Advocacy, Partnerships and Engagement (CAPE)	<b>Reasons why consultancy cannot be done by staff:</b>  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 on Long Term Agreement (LTA) who can provide professional photographic/film coverage in digital format complete with embedded captions and digital consent forms for all those photographed/filmed on need basis.	
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
<b>Consultant sourcing:</b> National and Internationals based in Zambia with a work permit.  <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <b>Consultant selection method:</b>  <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		<b>Request for:</b>  <input checked="" type="checkbox"/> New SSA – Individual Contract  <input type="checkbox"/> Extension/ Amendment	
<b>If Extension, Justification for extension:</b> NA			
<b>Supervisor:</b>  Chief of CAPE	<b>Start Date:</b>  1/11/2024	<b>End Date:</b>  31/10/26	<b>Number of Days (working)</b>  To be determined based on needs

<p><b>Estimated Consultancy fee</b></p>	<ul style="list-style-type: none"> <li>• Video shooting and editing: per day</li> <li>• Photo shooting &amp; Editing: per day</li> <li>• DSA per day for assignments out of town (Lusaka), with 40% DSA on return day.</li> </ul>
<p><b>Total estimated consultancy costs<sup>i</sup></b></p>	<p>This will depend on the service required and number of days for each assignment.</p>
<p><b>Minimum Qualifications required:</b></p> <p><input checked="" type="checkbox"/> Bachelors   <input type="checkbox"/> Masters   <input type="checkbox"/> PhD   <input checked="" type="checkbox"/> Other</p> <p>Enter Disciplines: Communication, journalism, photography, videography.</p>	<p><b>Knowledge/Expertise/Skills required:</b></p> <ul style="list-style-type: none"> <li>• A minimum of Diploma or equivalent qualification in photography or specialized training courses complemented by professional experience.</li> <li>• University degree in Communication, journalism, photography, videography an added advantage</li> <li>• 5-7 years' proven work experience in Photography, including coverage of public events and development projects.</li> <li>• Familiarity with UNICEF programmes and development issues.</li> <li>• High level of creativity and initiative</li> <li>• Previous experience in taking photos of children for similar purposes or cooperation with UNICEF is considered an advantage</li> <li>• Work experience with UNICEF or other UN agency is an asset.</li> <li>• Strong communication skills with fluency in written and spoken English and preferably a Zambian language.</li> <li>• Ability to work with different teams, and deliver to deadlines.</li> <li>• Good written and communication skills.</li> <li>• Good computer knowledge.</li> <li>• Ability to commence and travel at a mutually agreed date.</li> <li>• Ability to adhere to deadlines and flexibility.</li> <li>• The consultant must be sensitive and respectful of people, situations, and cultural differences.</li> </ul>
<p><b>Administrative details:</b></p> <p>Visa assistance required:    NA <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: The consultancy will require coverage of events, meetings, workshops, as well as content gathering in Lusaka and in different provinces, depending on the assignment.</p> <p>Postproduction of photos/videos will be home based.</p> <p>For briefings ahead of assignments, the photographers/videographers will be required to attend online meetings or face-to-face meetings at UNICEF premises.</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>Assignments will require field visits in and outside Lusaka. For missions outside Lusaka, UNICEF will provide transportation.</p>

<sup>i</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.