

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	Uganda Country Office
Purpose of Consultancy:	UNFPA Uganda Country Office is seeking the services of a professional photographer to assist the organisation in documenting good practices under the Gender Equality and Women's Empowerment (GEWE) programme. The purpose of this photo documentation is to showcase how UNFPA is changing lives of women, girls, young people and communities through interventions to preventing and responding to gender-based violence. Thus, Consultant will capture up to 100 high-resolution images of beneficiaries of the programme that will be included in the good practices report, as well as used for other communication products, published both in print and digital versions, including social media.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p><u>Duties and Responsibilities:</u></p> <p>The Photo Consultant will work under the supervision of official at UNFPA, and he/she will be expected to undertake the following tasks:</p> <ul style="list-style-type: none"> ● Collect images of the candidate ● Capture up to 100 high-resolution images from different locations as will be identified by UNFPA (a mix of horizontal and vertical). Preferred photos with some context, rather than portraits. ● The photos should show the woman at work, in her home, at the markets, in the street doing something. ● The Photographer must obtain permission from subject. This can be written or recorded. Make use on UNFPA's subject release forms. ● Ensure to include captions for all the photos. <p><u>Deliverables</u></p> <p>One hundred (100) high resolution images (at least 5 MB), edited and captioned in English, for stand-alone publication if necessary. Captions (including photo credit) in English must be embedded in the images, together with any relevant metadata. In addition, detailed captions in English must be organized in a word document and clearly indicated by an index number that corresponds to the photo.</p>
Duration and working schedule:	<p>The duration of the consultancy will be 30 days, including preparation, days of travel to the field, as well as editorial time. In consultation with the UNFPA Focal Point, the Consultant will generate a schedule specifying the implementation of the documentation and editorial process until delivery of the final product.</p> <p>1 Months; 15 July 2022 to 16th August 2022</p>
Terms and Conditions	The Photographer will be paid in a lump sum within 30 days after having satisfactorily completed the shoot and submitted content to UNFPA.
Place where services are to be delivered:	UNFPA Uganda Country Office
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Expected Deliverables</p> <p>I. Two copies of DVDs of high quality footage (clear picture and sound without hissing) captured in HD format: Video 1080p or 720p with HD sound to be delivered at UNFPA Offices. The DVDs should be fully branded with UNFPA logo.</p>

	<p>II. Ensure to include translations for all the speakers (with sub-titles) in English for footage where speakers are using local language.</p> <p>III. Prepare a short report on the assignment of the video production, including all consent forms signed by individuals who have featured in the Interviews.</p>
Supervisory arrangements:	Prossy Nakanjako, Programme Specialist Communications
Expected travel:	15 Days
Required expertise, qualifications and competencies, including language requirements:	<p><u>Copyrights and usage rights</u></p> <p>The terms of the contract are specific. UNFPA will retain, non-transferable copyright and usage rights of the photography and captions in perpetuity. The author will retain portfolio rights.</p> <ul style="list-style-type: none"> • The photographer is responsible for clearance with subjects to ensure informed consent for the use of these images. • Photo credit should be UNFPA/ (Name of photographer) <p>UNFPA reserves the right to edit and crop images for use on publications and the electronic media with the UN and partner logos</p> <p><u>Qualifications and skills:</u></p> <ul style="list-style-type: none"> ▪ Diploma or University degree in mass communication with a bias in photography; ▪ A minimum of five years of relevant professional work experience in the relevant areas. The consultant will submit a link to samples of his/her previous photo work; ▪ Excellent verbal and written communications skills; ▪ Demonstrated ability to take initiative and work independently; ▪ Excellent communication and interpersonal skills; ▪ Fluency in oral and written English; ▪ Experience working with UN projects and initiatives will be an asset. <p><u>Conditions of Work and Remuneration:</u></p> <p>I. The Consultant will be required to travel to the location of the beneficiaries.</p> <p>II. UNFPA will cover travel-related costs to the location, such as road travel a daily subsistence allowance at UN rate (to cover housing, food and other daily expenses during the field mission).</p> <p>III. The Consultant is expected to use his/her own photo and editing equipment.</p> <p>IV. UNFPA will provide the Consultant with UNFPA photo guidelines, background information on UNFPA's work as well as logistical support during the field mission.</p> <p>V. The Consultant fees will be paid upon successful finalization of tasks and acceptance of the photo portfolio by UNFPA.</p> <p>VI. The Consultant has the right to submit the photos for publication, without having exclusive copy rights of these photos. The copy right will be shared between the Consultant and UNFPA, as well as other media determined by UNFPA, will have free and full usage rights to publish the photos.</p>

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Inputs / services to be provided by UNFPA or implementing partner (e.g: support services, office space, equipment), if applicable:	Work will be conducted at UNFPA Country Office.
Other relevant information or special conditions, if any:	<ul style="list-style-type: none"> • All photos (when available) will be turned over to UNFPA; The Consultant will insure that all participants have signed a consent form or provided verbal consent, recorded on a smart phone or video camera; no participant will be compensated for participation in the videos/photos. • Consultants agree to conduct themselves with beneficiaries according to UN ethical guidelines. • UNFPA will only respond to those applicants in whom the Country Office has further interest. • UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status. • UNFPA is committed to maintain balanced gender distribution of the positions and therefore encourage women to apply.
Application deadline and how to apply:	Opening date: 12 July 2022 Closing date: 18 July 2022 All applications should be sent by email to: nakibira@unfpa.org , copying alfeu@unfpa.org .
<u>Signature of Requesting Officer in Hiring Office:</u> Prossy Nakanjako Programme Specialist Communications Date:.....	