

TERMS OF REFERENCE
Individual Consultant for Photography

TERMS OF REFERENCE (to be completed by the Hiring Office)	
Hiring Office:	UNFPA CO in Lao PDR
Purpose of consultancy:	<p>UNFPA is the leading UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled. UNFPA's new strategic plan focuses on three transformative results: to end preventable maternal deaths, end unmet need for family planning, and end gender-based violence and harmful practices.</p> <p>UNFPA is looking for a passionate photographer to provide services through a retainer contract with payment per-request basis.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant will work under the supervision of the Communications & Partnership Analyst to provide photography services at the designated time and locations, in line with UNFPA standards and branding requirements.</p> <p>The Photographer will be responsible for capturing moments from events/activities and to use images to tell a story.</p> <p>The service will include, but not limited to:</p> <ul style="list-style-type: none"> ● Understand the requests and work closely with communication team to develop the concept; ● Capture and process images (photo editing) to achieve desired results; ● Improve image quality using various editing methods; ● Arrange objects, scenes, lighting and background to adhere to requirements; ● Direct participants and subjects for the ideal photo opportunity; ● Ensure the ethicality of photo shooting and collect consent forms; ● Archive photographic images and maintain database.
Duration and working schedule:	<p>From 15th February to 31st December 2023</p> <p>(The payment will be made based on the quotation agreed on by UNFPA for each service, the total amount of payment will not exceed 20,000 USD)</p>
Place where services are to be delivered:	UNFPA Lao PDR - Vientiane
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The photos shall be submitted in electronic copies with consent forms and relevant documents. UNFPA will have copyright to all photos taken by the consultant under this consultancy.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Based on the approved timeline, the consultant will regularly report on work progress to UNFPA's Communications & Partnership Analyst.
Supervisory arrangements:	The tasks and products will be supervised by UNFPA's Communications & Partnership Analyst.
Expected travel:	Travel to provinces may be required.
Required expertise, qualifications and competencies, including language requirements:	<p>Education: University Degree or Diploma in Arts, photography, communications, public relations, marketing, journalism, advertising or other relevant fields.</p> <p>Experience: At least one year of experience in Professional Photography. Previous experience with the UN or other international organisations is an asset.</p> <p>Languages:</p>

	<p>Proficient in Lao and English.</p> <p>Competencies: The consultant is required to:</p> <ul style="list-style-type: none"> ● Ability to work flexible hours to accommodate event/mission schedules; ● In depth understanding of photographic best practices, procedures and techniques; ● Proficiency with photo editing software and camera equipment; ● Communication skills; ● Proficient with traditional and modern equipment; ● Solid knowledge of photography specific softwares; ● Proven work experience as a photographer with a strong portfolio; ● Shooting, lighting and printing skills ● Knowledge of production process for online publishing and various printing applications; ● Familiarity with tools and approaches of communications for development; ● Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel; ● Solid overall computer literacy, including proficiency in various Photo editing applications (Adobe Photoshops, lightroom etc.) and email/internet; ● Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines; ● Have affinity with or interest in sexual and reproductive health, youth and adolescent, gender equality, population dynamics, volunteerism as a mechanism for durable development, and the UN System. <p>Software and Equipment: The consultant must have relevant softwares and equipment to perform the tasks in photography's pre- and post-production process.</p>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>The consultant will be involved in the initial planning process to discuss the location, angles and requirement of the photography. UNFPA will provide consent forms, branding guidelines, guidance and technical/quality check on the photography.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>With satisfactory performance, the payment will be made in local currency to the consultant's bank account after the completion.</p> <p>The payment will be based on the price stated in the service quotation submitted by the consultant. Quotation is expected to be valid for 2023.</p>
<p>Signature of Requesting Officer in Hiring Office: Vannaseng Insal, Communications & Partnership Analyst</p> <p>Date:</p>	

Approved by:

Mariam A. Khan
UNFPA Representative