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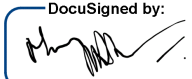
TERMS OF REFERENCE
Short-term Consultant - Photographer

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA CO in Lao PDR
Purpose of consultancy:	To produce high quality photos for UNFPA Laos to use in advocacy and communication purposes.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>UNFPA Laos is beginning its 7th country program with a focus on three transformative results: <i>end maternal deaths, end unmet need for family planning, and end gender-based violence (GBV) and harmful practices such as child marriage and early pregnancy.</i> Guided by the Global Strategic Plan, UNFPA Laos works in key thematic areas: sexual and reproductive health, adolescent and young people, gender equality, and population dynamics. UNFPA Laos is planning to produce high quality photos to be used for various communication tools and materials in the CP7 implementation. Therefore, we are looking for a professional photographer who will work closely with the Communications Team and the Program Teams to produce high quality photos for the purpose mentioned.</p> <p>The consultant will be supervised by the Communications and Partnerships Analyst on the following tasks:</p> <p>Phase I:</p> <ul style="list-style-type: none"> ● Meet with the UNFPA teams to understand the purpose, scope of work including UNFPA's works on each thematic area ● Review past communications products, photos produced in CP6, and UNFPA branding guide to understand the styles <p>Phase II:</p> <ul style="list-style-type: none"> ● Travel to UNFPA program sites with the teams, meet with program beneficiaries and local authorities ● Photograph and edit photos <p>Phase III:</p> <ul style="list-style-type: none"> ● Submit final production of 30 photos of each thematic area in digital formats in low resolution and high resolution. <p>All photos are expected to maintain at all times demeanor and behavior consistency with highest journalistic ethical standards aligned with UNFPA principles of work.</p> <p>The copyright of all the pictures (raw and edited) taken during the assignment will belong to UNFPA. The photographer will not be authorised to publish or reproduce them anywhere else (except for her/his portfolio).</p> <p>UNFPA Lao CO thematic areas (detailed briefing will be provided in Phase I):</p> <ol style="list-style-type: none"> 1. Sexual and reproductive health <ul style="list-style-type: none"> - Pregnant women, mother and newborn in a hospital, mother and child, a family (mother, father and children), health providers and midwives at the health centers, maternal health care, family planning services, telehealth, couple receiving family planning service at the health center, condoms/contraceptive pills, AYFS services at Vientiane Youth Center, AYFS mobile outreach, pregnant women getting COVID-19 vaccines 2. Adolescent and youth <ul style="list-style-type: none"> - School girls and boys, out-of-school girls and boys, young factory workers, students in a classroom, sexuality education, Nang Noi Girl Group activities, teachers teaching sexuality education, student group discussion, ethnic youth 3. Gender equality/EVAW <ul style="list-style-type: none"> - Men and women, couples, counseling service at the LWU protection shelters, training, male engagement, women in leadership position, LGBTQ community, counselors, survivors/victims (not showing face) 4. Population dynamics

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	<ul style="list-style-type: none"> - Young people, citizens (women, men, students, older people, etc.) LSB staff working on data and statistics/surveys, birth and marriage registration at the local office
Duration and working schedule:	<p>The consultant will work for eleven days</p> <ul style="list-style-type: none"> - Six days for traveling and taking photos - Five days for editing
Place where services are to be delivered:	This position is based in Vientiane Capital with travel to UNFPA program sites.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The consultant will deliver works as mentioned in the scope of work section above within the agreed deadline.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> ● The consultant is expected to coordinate with the communications team and complete the assignment within the agreed deadline. ● UNFPA will organize travel/site visits subject to COVID-19 restrictions, the site visits will be in quarter 1 or 2.
Supervisory arrangements:	The consultant will work closely with the communications team
Expected travel:	Travel to UNFPA program sites (to be confirmed)
Required expertise, qualifications and competencies, including language requirements:	<p>Qualifications:</p> <ul style="list-style-type: none"> ● At least 5-year experience in photographing social issues ● Technical knowledge and familiarity with social dimension criteria in documenting human stories ● Previous experience with UNFPA or other UN agencies is an asset.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>UNFPA will provide:</p> <ul style="list-style-type: none"> ● Briefing on UNFPA's works (reports, earlier developed human stories, UNFPA-branded pictures) ● Branding and other UNFPA guidelines for pictures ● Suggestions on the most suitable project sites, stories and contacts of relevant people ● Facilitating clearance and government approval for picture-taking ● Travel costs will be covered in addition to the consultant's fee according to UNFPA guidelines.
Other relevant information or special conditions, if any:	<ul style="list-style-type: none"> ● The applicant will submit: <ul style="list-style-type: none"> - a CV, - a cover letter, - and a quotation (<i>consultancy fee – daily rate in USD payable in LAK based on UN exchange rate in the month of the contract signed</i>). ● The consultant is required to be fully vaccinated against COVID-19 prior to travel. ● The budget for this assignment will be charged under COA: LAO07PCA/74200/1ADVOCACY/FPA90/61900/PU0074 ● With satisfactory performance, the payment will be made upon completion of the assignment and the submission of invoice and COP.
<p>Signature of Requesting Officer in Hiring Office: Vanly Lorkuangming</p> <p>Date: 11-Jan-2022</p> <p style="text-align: right;">DocuSigned by:  20B94C888674C5...</p>	

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Mariam A. Khan
UNFPA Representative