



## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>Hiring Office:</b>	UNFPA Country Office Cambodia
<b>Title:</b>	Individual Consultant (National/International)-Photography and Videography (Locally Recruited)
<b>Purpose of consultancy:</b>	<p>The United Nations Population Fund (UNFPA) Cambodia Country Office is seeking the services of a qualified photographer and videographer to capture and document its work in Cambodia for communications purposes. UNFPA works on a range of issues related to sexual and reproductive health and rights (SRHR), including maternal health, family planning, gender equality, and youth empowerment.</p> <p>A professional photographer and videographer is required for a short-term assignment to document UNFPA's interventions in the lives of women, girls and young people as part of the three transformative results known as three-zero – zero maternal death, zero unmet needs for family planning and zero GBV and harmful practices for the photos/videos exhibition event planned in July for WPD, August for IYD, and 16 Days Campaign in Nov-Dec, and for new website contents/images and social media campaigns.</p> <p>The content will include the context of a daily life of people vs. quality of life by integrated life-cycle approach, gender equality aspect, and humanitarian through interventions relating to sexual and reproductive health and rights (SRHR), addressing gender-based violence (GBV) and working with adolescents and youth (AY). When it comes to GBV content, the consultant must cover the interventions related to the protection of women and girls affected by gender- based violence according to UNFPA guidelines on portraying GBV programmes and issues, with the utmost sensitivity and awareness (which will be provided to the consultant).</p> <p>UNFPA seeks visibility and documentation of the interventions for its beneficiaries with a special focus on pregnant women and new mothers and their newborns, adolescent girls, the transgender community, ethnic minority, elderly, factory workers and migrant workers, whose lives continue to be affected with often devastating impact after the pandemic and other natural disasters.</p> <p>The timely, relevant, high-resolution photographs and video products are necessary to increase public awareness on UNFPA's important work in humanitarian and crisis situations and to develop compelling storytelling materials for external communications and advocacy campaign for key stakeholders and develop fundraising campaign materials.</p>

<p><b>Scope of work:</b></p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The photography &amp; videography consultant are:</p> <ul style="list-style-type: none"> <li>• To develop a creative concept and storyboard for the photographs and videos, in consultation with UNFPA Communications and Programme Team.</li> <li>• To capture high resolution images and video clips of UNFPA's ongoing programme/project activities and stock images related to its mandate.</li> <li>• Ensure compliance with UNFPA Asia-Pacific's Guidelines on responsible representation and reporting of violence against women and children.</li> <li>• Capture photo and videography content (footage/raw clips) including but not limited to women and girls, sexual and reproductive health, gender-based violence prevention/response, midwives, reproductive health workers, beneficiaries, mothers and newborns, pregnant women, adolescents, transgender community, among others.</li> <li>• The photographer will ensure subjects are portrayed and treated in a respectful, dignified manner according to UNFPA's media guidelines and policies.</li> <li>• Capture the photos and video content without showing faces/blurring the face of survivors of gender-based violence.</li> <li>• Capture a diverse range of photographs from individual portraits to establishing/contextual shots.</li> <li>• Provide edited photos and raw video footage with captions/descriptions with footage, including the details for each image file (location, date, name of the person and the situational context)</li> <li>• Ensure photographs and video reflect UNFPA's brand with a strong human-interest focus.</li> <li>• A total of 100 photos and 5 video interviews with beneficiaries to be delivered.</li> <li>• Provide half day training to CO Cambodia team on photography and videography through digital camera and mobile devices.</li> <li>• Ensure informed consent (written or verbally verified and recorded by UNFPA staff and IP's staff) is obtained from the people photographed, to ensure their privacy rights are upheld. Subjects must receive a clear explanation of the usage of photographs and its dissemination.</li> <li>• Consult with the programme and communication team on the district locations</li> </ul>
<p><b>Duration/ working days</b></p>	<p>15 days inclusive of weekends within period of 5 months (Mar to July 2024)</p> <p>Payment will be made upon submission of satisfactory work.</p>
<p><b>Place where services are to be delivered:</b></p>	<p>Places and events will be selected in consultation with the UNFPA communications and programme team.</p>

<b>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</b>	Electronic copies/files of edited photo and raw video footage should be uploaded on a Google Drive folder and shared with the UNFPA Communications team.
<b>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</b>	<p>All final edited photos and raw footage of videos should be electronically shared within 10 days upon completion of the assignment, along with descriptions and captions for each photo and video specifying the location, date, name of the subject and the situational context.</p> <p>All consent forms should also be uploaded in the Google Folder.</p>
<b>Supervisory arrangements:</b>	The consultant (photographer/videographer) will work under the direct supervision of the Communications focal point and communication team.
<b>Expected travel:</b>	The photographer/videographer will be expected to travel to selected locations with UNFPA target provinces (Rattanakiri, Mondulkiri, Kratie, Steung Treng, Preah Vihear, Oddor Meanchhey, Tboung Khmum and Kampong Thom) and Implementing Partners as per directives.
<b>Required expertise, qualifications and competencies, including language requirements:</b>	<ul style="list-style-type: none"> <li>• Minimum five years of experience in professional photography and videography, related to humanitarian and developmental work including work ideally linked to the UN and civil society organizations, with an emphasis on issues under UNFPA’s mandate if possible.</li> <li>• Proven experience working in socially, culturally, politically sensitive areas and in working with vulnerable and marginalized populations.</li> <li>• Ability to collaborate with and take direction from the Communications team to develop images and video clips that fit into UNFPA's larger communications and media strategy and products.</li> <li>• Technical expertise in capturing action-oriented photographs with nonprofessional subjects.</li> <li>• Knowledge of humanitarian crises and social and political considerations surrounding the situation is required.</li> <li>• Ability to communicate English, and Khmer is an advantage.</li> <li>• The photographer/videographer is required to have adequate and appropriate equipment, logistical facilities and resources to carry complete deliverables.</li> </ul>
<b>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, offices)</b>	The consultant should be prepared to travel outside of Phnom Penh Capital City and into different locations of the UNFPA target provinces. The consultant will be paid travel costs and DSA for visiting shooting spots in the target provinces. The fee will be paid by installment upon her/his contract and signed attendance schedule and details of the work progress made.
<b>Copyright and intellectual property</b>	All images and video shot and provided to UNFPA, as well as any additional material stemming from the shoots, are the sole and exclusive property of UNFPA, and cannot be used by the photographer/videographer for any other commercial or non-commercial purposes. If the photographer/videographer wishes to include the material as part of an online portfolio or to showcase his/her talents to prospective clients, that is permissible as long as the photographer/videographer ensures that these products will not be used by anyone else for any commercial or non-commercial purpose. If the consultant wishes to use the products for any future exhibitions or events at galleries etc., prior written permission must



	<p>be taken from UNFPA. Any use of the products for any permitted purpose through UNFPA must acknowledge UNFPA as the sole copyright holder of the products.</p>
<b>Payment Instruction:</b>	<p>The payment will be made upon satisfactory, UNFPA-approved delivery of all photographs and video contents, including raw unedited footages that are shared on a Google Drive Folder shared by UNFPA and on a USB drive.</p>
<b>Level of the Consultant:</b>	<p>Commensurable to the qualification of the selected consultant as per the IC guideline.</p>
<b>Other relevant information or special conditions, if any:</b>	<p>All information pertaining to this project (documentary, digital, project documents, photographic and video files, etc.) belong to UNFPA and remain the property of UNFPA with exclusive rights over their use.</p> <p>The deliverables will be treated as UNFPA's property. The title right, copyright and other rights of whatsoever nature in any material produced under the provision of the consultancy shall be vested exclusively with UNFPA. The tools, reports or any other materials cannot be sold, used or reproduced in any manner without the approval of UNFPA.</p> <p>Except for purpose of this assignment, the information cannot be disclosed to the public nor be used in any media platforms without written permission in line with the national and international Copyright Laws applicable. All rights produced remain solely with UNFPA.</p>