

TERMS OF REFERENCE
Event Photography Assignment
(MDV-ToR/2017/020 Dated: 9 November 2017)

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Maldives Country Office
Purpose of consultancy:	<p>UNFPA, the United Nations Population Fund, is looking for a professional photographer to cover The National Consultation on Youth, Peace & Security, to be held on 25th November to 26th November 2017.</p> <p>The images will be used to illustrating publications, websites, newsletters and institutional magazines. Photographs may also be used by the media and other partners on request as a resource to portray the work of UNFPA in Maldives or that of the organization.</p> <p>The photographer will follow UN photography guidelines in the development of his/her assignment, which will be provided by UNFPA.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Specific tasks for the photographer</p> <p>The photographer will:</p> <ul style="list-style-type: none"> - Photograph participants and event activities, as follows: horizontal and vertical photos; close-up, participants in action, participants engaging in activities of the Consultation. - Take short videos of participants expressing their ideas. <p>Specifications</p> <ul style="list-style-type: none"> - High resolution jpeg or raw files (300 dpi at 2610 x 3900 pixels) photos of the event. - Video clips should be in high quality and adaptive to social media specifications. - Each photo and video should be edited. <p>Deliverables</p> <ol style="list-style-type: none"> 1) High quality photos of the event, activities and sessions being carried out. 2) At least 10 video clips of 30 seconds of the event activities/session of individual or group of participants.
Duration and working schedule:	Photographer will be working independently for 2 days
Place where services are to be delivered:	UNFPA Maldives
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>End product with time frame for delivery of product as described in the scope of work under “Deliverables”</p> <p>All photos and video clips should be handed in by the 30 November 2017 in electronic format (high resolution) softcopy.</p>
Monitoring and progress control,	The Consultant will be briefed and debriefed by UNFPA.

including reporting requirements, periodicity format and deadline:	
Supervisory arrangements:	The consultancy will be managed by UNFPA and assigned parties.
Expected travel:	Within Male'
Required expertise, qualifications and competencies, including language requirements:	<p>Qualifications</p> <ul style="list-style-type: none"> ● Consultant must have with prior experience in photographing and taking video clips in similar projects/activities. ● Consultant must use own photography/videography equipment capable of delivering high resolution jpeg or raw files (300 dpi at 2610 x 3900 pixels). ● Consultant must guarantee timely delivery of photographs. ● Consultant with bilingual skills (English/Dhivehi) is preferred. <p>Behavioural Competencies:</p> <ul style="list-style-type: none"> ● Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships, both within and outside the organization. ● Proven leadership, teamwork, and interpersonal skills. Ability to work under limited timing would be an asset.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>Consultant:</p> <ul style="list-style-type: none"> ● Fulfil the stipulated in the contract and the ToR through review of documents, email communications, and meetings ● Maintain close contact by email with UNFPA ● Communicate any complications regarding the assignment as soon as possible <p>UNFPA Maldives:</p> <ul style="list-style-type: none"> ● Provide programme information to photographer to enable him/her to understand the results required from the photo assignment. ● Provide guidelines on how to capture specific sensitive issues. ● Provide standard consent forms
Other relevant information or special conditions, if any:	<p>Copyright and Rights</p> <ul style="list-style-type: none"> ● UNFPA Maldives will have the right to use these photos in perpetuity in print, web and on multimedia platforms and upload in its global photo database. The photographer will be able to use the photos with previous permission of UNFPA Maldives. ● UNFPA Maldives can provide the image(s) to other UN organizations or the media at no cost, as is the practice.

	<p>Mode of payment: Lump sum payment will be made upon receipt and approval of deliverables by UNFPA.</p> <p>Ownership of output: UNFPA</p>
<p>Signature of Requesting Officer in Hiring Office: _____ Ritsu Nacken, Country Director, UNFPA Maldives</p> <p>Date: _____</p>	