

TERMS OF REFERENCE
Photography Assignment
(MDV-ToR/2017/017 Dated: 18 October 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 capture the areas of work related to its mandate for communication and advocacy purposes.</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.</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><i>Specific tasks for the photographer</i></p> <p>The photographer will:</p> <ul style="list-style-type: none"> - Visit at least two islands and photograph project beneficiaries, male and females, as follows: horizontal and vertical photos of same subjects; dramatic angles; close-up, midrange and wide-angle shots. - Please note: To photograph children under 18 years old, explicit parental or tutorial consent must be sought. UNFPA will provide the photographer with a blank consent form to be filled in these cases, following UNFPA guidelines. - The photographer should be requested to identify some of the places to visit in order capture various issues listed in the deliverables. - The photographer is requested to ask permission when photographing the persons or situations described under the deliverables. <p>Specifications</p> <ul style="list-style-type: none"> - High resolution jpeg or raw files (300 dpi at 2610 x 3900 pixels) photos related to UNFPA areas of work in Maldives. - Each photo should have its metadata with captions, copyrights, and other relevant information. - Each photo should be edited. - Caption information should include: full names; name of island,

	<p>age, nationality of subject and date.</p> <p>Deliverables</p> <p>The areas/issues the photographer should cover are:</p> <ol style="list-style-type: none"> 1. Education and training: The photographer will deliver at least 40 high quality photos of classrooms and young girls, technical vocational training, university students, non-formal education including traditional/alternative learning environments. 2. Labour: The photographer will deliver at 40 high quality photos of young people (male and female) both local and foreigners working in construction, agriculture, service and financial sectors. 3. Service seeking: The photographer will deliver at 20 high quality photos of young people visiting health centres, youth centres. 4. Adolescent pregnancy: The photographer will deliver at 20 high quality photos of young women (under 20 and some under 25) with their children. 5. Participation: The photographer will deliver at 40 high quality photos of youth volunteerism, young people participating in Parliament, young journalists, youth workshops.
Duration and working schedule:	Photographer will be working independently for 20 days
Place where services are to be delivered:	UNFPA
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” . Minimum 160 photos:</p> <ol style="list-style-type: none"> 1. Education and training: 40photos 2. Labour: 40 photos 3. Service seeking: 20 photos 4. Adolescent pregnancy: 20 photos 5. Participation: 40 photos <p>All photos should be hand in by the 30 November 2017</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The Consultant will be briefed and debriefed by UNFPA
Supervisory	The consultancy will be managed by UNFPA.

arrangements:	
Expected travel:	Greater Male and travel to two islands
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 similar projects/activities. ▪ Consultant must use own photography 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 (<i>English/Dhivehi</i>) 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 ● Arrange travel and accommodation <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. If UNFPA Maldives receives requests from other for-profit entities for these images, UNFPA Maldives will refer them to the photographer/photo agency, and the photographer/photo agency will be free to sell the image. <p>Mode of payment: Payment will be made upon receipt and approval of deliverables by UNFPA. The consultant will perceive a lump sum payment upon delivery of 160 photos.</p>

	Ownership of output: UNFPA
Signature of Requesting Officer in Hiring Office: _____ Ritsu Nacken, Country Director, UNFPA Maldives Date: _____	