

ANNEX 2

TERMS OF REFERENCE

Hiring Office	UNFPA PSRO
Background:	<p>UNFPA is the lead 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 Strategic Plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. Our strategic plan calls upon UN Member States, organizations, and individuals to "build forward better", while addressing the negative impacts of the COVID-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.</p> <p>UNFPA Pacific Sub-Regional Office based in Fiji serves a total of 14 Pacific island countries and territories including also Cook Islands, Federated States of Micronesia, Kiribati, Republic of the Marshall Islands, Nauru, Niue, Palau, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu. UNFPA Pacific's current 7th Multi-Country Programme for these 14 PICTs (MCP7) from 2023-2027, with the overall budget requirement of USD 70 million for the five years, as part of the Pacific UN-wide Sustainable Development Cooperation Framework (UNSDCF), thrives to assist the Pacific member states with accelerating their progress towards realizing the 1994 International Conference on Population and Development (ICPD) Programme of Action in the last Decade of Action to achieve Agenda 2030 including the SDGs, ICPD POA, and the regional 2050 Strategy for Blue Pacific Continent.</p>
Purpose of consultancy	UNFPA is looking for a service provider to provide photography and videography services as directed by the Communication Specialist for assigned stories and events to create a comprehensive photo and video gallery, and content for multimedia products.
Scope of work	<p>Under the direct supervision of the UNFPA's Communication Specialist, the service provider will provide photography and videography services for the production of human-interest stories, social media outputs, digital campaigns, and website content.</p> <ol style="list-style-type: none">1. The service provider must possess a high level of skills in photography and videography.2. The service provider will undertake field trips in the Pacific region to capture UNFPA Pacific's programmes and interventions.3. In addition to photo and video content, the service provider will be required to submit captions, including names of subjects, their age, location, and description of the photos and videos. These details should be recorded on camera.4. The service provider must obtain written consent for the photo and video content.
Duration and working schedule	<p>Time Period: 12 September 2024 – 31 August 2025</p> <p>Total number of days: 30 Days</p>
Place where services are to be delivered	Travel within Fiji and to other pacific countries

Delivery dates and how work will be delivered	Photographic and video graphic services will be required as per the duration mentioned, on an as-needed basis. Service provision will include capturing relevant activities, events and workshops and at least two field trips to UNFPA project sites within the countries and communities in which UNFPA is present to capture the situation of people receiving sexual and reproductive health/family planning information and services for the purpose of using these for publications, promotional materials, website and/or campaigns. The photographs and videos should be received as per the agreed concept and logistics proposal.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The photographer/videographer will have regular meetings with the Communications team, TA Programme staff and other relevant staff to discuss the progress. Payment shall be made in four instalments: <ul style="list-style-type: none"> ● 20% upon submission of an agreed concept and logistics proposal ● 30% upon acceptance of the stories, photos and videos of the first mission; ● 30% upon acceptance of the stories, photos and videos of the second mission; ● 20% upon completion of the assignment
Supervisory arrangements	The consultant will report directly to the Communications Analyst and will work close together with the Programme Analyst of the Transformative Agenda.
Expected travel	To UNFPA project site(s)
Required expertise, qualifications and competencies, including language requirements	<ul style="list-style-type: none"> ● Qualifications as professional videographer and photographer with a minimum of five years of experience. ● Demonstrated experience of conception and production of content. ● Good knowledge of technical requirements and settings for filming in various settings (i.e. outdoor, indoor, portraits, group activities etc). ● Good understanding of new and evolving technologies and digital platforms. ● Working experience in the development or humanitarian environment is desirable. ● Ability to deliver products according to the specified technical requirements. ● Knowledge of ethical standards in covering stories related to women and children is an asset. ● Availability and willingness to travel around the country at a short-notice
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA shall provide necessary support to the photographer/videographer in order to execute the assignment during the duration of the consultancy. These shall include: <ul style="list-style-type: none"> ● Briefings and support to develop proof of concept before the mission; The photographer/videographer shall be responsible for their own accommodation, tax deductions, medical insurance and security. DSA will be provided to cover charges of meals, lodging, gratuities and other such payments during official travel and as per UNFPA travel policy. Travel cost will be reimbursed to the consultant upon submission of a travel claim and applicable receipts.

	<p>The photographer/videographer is expected to arrange for professional photography/videography equipment, including a range of professional lenses, filters, tripod and lights; and professional software for editing.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Intellectual property All information and images pertaining to this project will belong to UNFPA who shall have exclusive rights over their use. Both UNFPA and the photographer/videographer will adhere to international copyright law. The photographer/videographer can use the materials created for his or her portfolio. Any publishing or dissemination of the content by the photographer/videographer outside of immediate UNFPA use may be allowed for non-commercial purposes (e.g. for sustainable development exhibitions, etc.) if UNFPA grants permission for the same.</p>