

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Egypt Country Office
Purpose of consultancy:	UNFPA Egypt is seeking the services of a professional photographer with experience in taking development work oriented photographs. The photographer will assist the organisation to document its various projects activities and success stories through photography. These photographs will form part of UNFPA's programme photo portfolio.

<p>Scope of work:</p> <p>(Description of services, activities, or outputs)</p>	<p><u>Under the supervision of the Communications specialist, the photographer will be required to:</u></p> <ul style="list-style-type: none"> • To capture high resolution images of UNFPA’s various programme activities in various parts of the country. • Caption each photograph with specific details such as the location taken, name of the person (for portraits), watermark, donor’s logo visible, activity and any other relevant information. • Provide UNFPA with high quality photographs from all assigned activities. The copy right for all these photographs remains with UNFPA Egypt. <ul style="list-style-type: none"> • Upon request, filming and editing videos alongside photos. <p><u>Expected Outputs</u></p> <p>The expected outputs will be:</p> <ul style="list-style-type: none"> • A collection of photographs depicting UNFPA’s work across its core programme areas – Democratic Governance, Growth and Poverty Reduction, Energy and Environment, Crisis Prevention and Recovery, HIV/AIDS and Women Empowerment and Inclusion, and Strategic Policy Advice; • A collection of sample photo essays of project beneficiaries of UNFPA projects across all its core programme areas. • Edited and captioned pictures to illustrate uploaded stories. • Edited videos upon request.
<p>Duration and working schedule:</p>	<p>The assignment will cover 43 working days.</p>
<p>Place where services are to be delivered:</p>	<p>Selected governorates in Upper Egypt and Cairo</p>
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>All the requested work shall be concluded by December 31, 2020</p> <p>43 Working days 100% upon delivery of each assignment</p>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>Photo voice: The consultant is requested to provide a detailed report after each workshop and documentation.</p>

Supervisory arrangements:	<p>The successful candidate will report directly to the communications specialist, and work collaboratively with the Web and media associate to deliver the assignment.</p>
Expected travel:	<p>Yes, the expert is expected to travel outside Cairo to at least 2 selected governorates.</p>
Required expertise, qualifications and competencies, including language requirements:	<ol style="list-style-type: none"> 1. Five years progressive experience as a photographer 2. Experience taking photographs for development related agencies and projects 3. Previous experience of working with UNFPA Egypt CO is an asset, or other UN and international agencies. 4. Availability and willingness to travel upcountry 5. Ability to work in close coordination with other team members. 6. Possession of a degree or diploma or training in photojournalism will be an added advantage. 7. Ownership or possession of a high-resolution state of the art digital camera/equipment is a MUST.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>The Consultant (s) will be hired under UNFPA Egypt terms of contract and managed by solely for the purpose of delivering the above outputs. UNFPA Country Office shall provide necessary support to the consultant in order to execute the assignment during the duration of the consultancy. These shall include:</p> <ol style="list-style-type: none"> I. Access to relevant project documents necessary for execution of the duties under this consultancy ;
Other relevant information or special conditions, if any:	<p>All information pertaining to this project (documentary, digital. project documents, etc) belonging to UNFPA, which the consultant may come into contact with in the performance of his/her, duties under this assignment shall remain the property of UNFPA who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of UNFPA in line with the national and International Copyright Laws applicable.</p> <p>Payment shall be made upon submission of acceptable final outputs, incorporating suggestions and recommendations from UNFPA;</p> <p>Applicants are required to submit the following:</p> <ul style="list-style-type: none"> • A Job Proposal: Letter of Interest, stating why you consider yourself suitable for the assignment; • Personal CV highlighting past experience in similar projects; and • Work references - contact details (e-mail addresses) of referees • Financial proposal indicating consultancy fee (lump sum fee) and a breakdown of expenses (unit price together with any other expenses) related to the assignment.

Signature of Requesting Officer in Hiring Office:

A handwritten signature in black ink, appearing to read "Akshay Sharma". The signature is written in a cursive style and is underlined with a thick, dark stroke.

Date: January 28, 2020