



**TERMS OF REFERENCE FOR NATIONAL INDIVIDUAL CONSULTANT
ON PHOTOJOURNALISM**

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA China Office, Beijing
Purpose of consultancy:	<p>UNFPA is the UN’s sexual and reproductive health agency. It works in more than 150 countries including China, to promote sexual and reproductive health information, education and services, and address issues on population and development.</p> <p>UNFPA is implementing its ninth country programme (2021-2025) in China, which contributes to the implementation of the United Nations Sustainable Development Cooperation Framework (UNSDCF) (2021-2025) in China, and is in line with the country’s development priorities set in the 14th Five-Year Plan.</p> <p>To illustrate and demonstrate its programme impact in China, <u>UNFPA is looking for a skilled national photojournalist in China, to photograph and tell the inspiring stories of five individual advocates/champions in support of UNFPA’s mandate on sexual and reproductive health and rights, gender equality and women’s empowerment, youth leadership and participation, and population dynamics including population ageing, in English and Chinese languages.</u></p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant will be required to:</p> <ul style="list-style-type: none"> ● work with UNFPA in designing the interview outlines, facilitating and arranging the photographing and interviewing process with five individuals in Beijing. Three of their profiles are as follows: <ul style="list-style-type: none"> ○ A demography expert specializing in population ageing ○ A gender expert specializing in domestic and gender-based violence prevention and control ○ A youth advocate on young people’s sexual and reproductive health and rights ● develop the concept of each photo story and obtain photographing consent from each individual prior to the photographing and interviewing in line with the UNFPA’s editorial release policy. ● provide and agree with UNFPA on the outline, key messages and photos for each story. ● write the photo stories and prepare each photo story with at least one quote and several well-edited images of the subject in action in relevant settings and with captions added, in both English and Chinese, edit and finalize the stories with UNFPA’s comments incorporated. ● ensure the subject is portrayed and treated with respect and dignity during the whole interview and photographing process. <p>Expected deliverables:</p> <ul style="list-style-type: none"> ○ <u>Five bilingual photo stories that highlight UNFPA’s mandated areas in both English and Chinese languages that are ready to be published on national and</u>



	<p><u>international media and communications platforms</u> (e.g. UNFPA website, publications, social media handles).</p> <ul style="list-style-type: none"> ○ <u>Each photo story shall contain at least one quote and three high-quality photos of the subject, with clear captions and descriptions provided in English and Chinese.</u>
Duration and working schedule:	<p>The consultant is expected to work for 15 days from October-December 2022 to cover the following activities:</p> <ul style="list-style-type: none"> ○ Pre-sessional meetings and regular catch-ups with UNFPA online or offline, including familiarization with the UNFPA’s programme in China, its writing and photographing style, and profiles of the five individuals to be featured. It also covers discussions on the five stories drafting and editing and the quotes and selected images to be used in the stories. ○ Production of the five bilingual photo stories, including equipment setup, outline and key messages drafting and editing, consent collection, interviewing and photographing, image editing and captioning, story writing and editing, translation.
Place where services are to be delivered:	Beijing, China
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The consultant will be required to submit e-version of the five finalized photo stories, together with the edited high-resolution photos to UNFPA no later than 31 December 2022.</p> <p>Payment: In full consideration of the services to be provided, UNFPA will pay the consultant a lump sum of USD5,000, inclusive the consultancy fee, possible travel and accommodation costs in Beijing, equipment rental, etc. at 100 per cent upon satisfactory receipt of the five quality and finalized photo stories and photos.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Under the overall guidance of the UNFPA China Representative, the consultant will report to the UNFPA China Communications Analyst and work closely with the programme teams and their national partners.
Supervisory arrangements:	The UNFPA China Communications Analyst will monitor and manage the progress, and conduct quality assurance of the deliverables.
Expected travel:	Domestic travels to/in Beijing
Required expertise, qualifications and competencies, including language requirements:	<p>Qualifications and Specialized Knowledge:</p> <ul style="list-style-type: none"> ● A higher education diploma, certifications in photographing, photo courses and/or equivalent professional work experience in the areas related to photojournalism. Bachelor or above degree in mentioned spheres will be an asset. ● Demonstrated knowledge and experience in photography and visual storytelling. (<u>At least two published photo story samples are required to be provided</u>) ● Proficient language skills in English and Mandarin Chinese ● Availability of adequate expertise and equipment ● Understanding of the UN and/or UNFPA’s work and respect to women and the vulnerable groups



<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will ensure the consultant's access to the relevant programme documents for reference and the subject to the featured.</p> <p>The consultant will be responsible for the equipment preparation and adoption of the COVID-19 precautionary measures in line with the national and local health regulations.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>This consultancy is open to Chinese nationals only.</p>
<p>How to apply</p>	<p>Please submit a CV, proof of education/professional training qualification on photography and at least two writing samples of previous published photo stories on media channels in English and Chinese to sliu@unfpa.org.</p> <p>The deadline for submission is Beijing Time 9 October 2022.</p>