United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Consultancy Title:	Funding Code (Grant and WBS):	Name of the requesting business area & Section:	Duty Station
ROSTER OF CONSULTANTS for Multimedia	**Based on specific assignment/project**	**External Communication Section**	**Phnom Penh, Cambodia**

Number of Consultants Required (To be filled only if multiple consultants are needed):
Minimum 5

Purpose of Activity/Assignment *(Consultants may be engaged only when the assignment is of a temporary nature; based on payment for services or work with defined deliverables and outputs that are specific and measurable, to be performed and completed within a specified period of time. Consultants must not be engaged to perform staff functions or other functions that are not based on defined deliverables or outputs)*:

UNICEF Cambodia invites qualified candidates to express their interest in being included in a roster of consultants for the External Communication Section. UNICEF seeks to engage photography and videography roster consultants on an ad hoc basis to support its strategic communication, advocacy, visibility, resource mobilization, and partnership efforts. Through compelling visual storytelling, the consultants will document UNICEF-supported programmes and showcase tangible results for children, families, and communities across Cambodia.

The consultants will capture high-quality photographs and video content that illustrate both the challenges faced by children and the positive impact of UNICEF-supported interventions. Assignments may include documenting field activities, programme implementation and results, human-interest stories, interviews, events, campaigns, emergency responses, and advocacy initiatives. Particular emphasis will be placed on showcasing children's experiences, amplifying their voices, and highlighting innovative and effective solutions that contribute to children's well-being, protection, development, and future opportunities.

The content produced will serve as strategic communication assets to raise public awareness, promote positive social and behavioural change, strengthen advocacy for children's rights, and demonstrate accountability to donors, partners, and stakeholders. Materials may be used across UNICEF's and partners' communication channels, including publications, reports, websites, social media platforms, digital campaigns, educational and awareness-raising materials, media engagement, donor visibility products, and national, regional, and global advocacy initiatives. Visual assets may also be shared with UNICEF Headquarters, National Committees, donors, development partners, and media organizations to support broader communication and fundraising efforts.

Depending on the assignment, deliverables may include professional photographs, photo essays, edited videos, b-roll footage, broadcast-quality video packages, short-form digital content, animations, and multimedia products tailored for diverse audiences and platforms. For photography assignments, the consultant will be required to provide accurate captions, quotes, metadata, and contextual information for all selected images in accordance with UNICEF editorial standards.

The consultants are expected to produce visually engaging, technically strong, and editorially accurate content that reflects UNICEF's mandate and values. All storytelling should be authentic, evidence-based, and respectful, highlighting both programme results and the resilience, aspirations, and lived experiences of children and communities.

In line with UNICEF's child safeguarding and ethical communication standards, the dignity, rights, privacy, and confidentiality of every child must be protected at all times. When photographing or filming children, the consultant must ensure that informed consent and applicable permissions are obtained, participation is voluntary and safe, and children are never exposed to harm, stigma, discrimination, or exploitation. The best interests of the child shall remain the primary consideration throughout the assignment and all content production processes.

Scope of Work:

Under the supervision of UNICEF Cambodia and in close coordination with the Communication team and relevant programme sections, the consultant will provide photography and/or videography services to document UNICEF-supported programmes, advocacy initiatives, partnerships, campaigns, events, and humanitarian or development interventions. Assignments will focus on capturing high-quality visual content that demonstrates programme impact, amplifies children's voices, supports advocacy objectives, and promotes children's rights in Cambodia.

Consultants may apply for one or more service categories that best align with their expertise, qualifications, and professional experience.

1). Photography Services:

The consultant will be responsible for producing compelling, high-quality visual content that captures the lived experiences of children, families, and communities, as well as the results and impact of UNICEF-supported interventions.

Pre-assignment Preparation

- Coordinate with UNICEF focal points to understand assignment objectives, key messages, priority themes, target audiences, and expected outputs.
- Review available background materials and identify opportunities for compelling visual storytelling.
- Develop a proposed photography approach and shot list, where required.
- Ensure familiarity with UNICEF branding, ethical reporting, and child safeguarding requirements.

Photography Production (in and outside Phnom Penh)

- Capture high-quality photographs of UNICEF-supported programmes, field activities, events, meetings, conferences, campaigns, advocacy initiatives, emergency responses, and partnership engagements.
- Produce a diverse portfolio of images, including portraits, action shots, environmental portraits, contextual images, programme documentation, and human-interest stories.
- Document the lives of children and families, development projects in the field, high-level visits and events, campaign activities, emergency response operations, conferences, workshops, and handover ceremonies.
- Capture images that illustrate both the challenges faced by children and communities and the positive results achieved through UNICEF-supported interventions, using documentary photography, photo essays, and other visual storytelling approaches as required by the assignment.
- Produce photo essay-style storytelling imagery that conveys compelling narratives aligned with UNICEF's communication, advocacy, and visibility objectives.
- Produce authentic, high-quality visual content that documents the experiences of children, families, and communities while highlighting the impact of UNICEF-supported interventions.
- Obtain signed consent forms from parents or caregivers of identifiable children, and from identifiable adults featured in photographs, in accordance with UNICEF policies, ethical standards, and safeguarding requirements.

Captioning and Documentation

- Provide accurate and comprehensive captions for all selected photographs in accordance with UNICEF guidelines and editorial standards, including names (where appropriate), ages, locations, activity descriptions, programme context, and relevant quotes.
- Verify and ensure the accuracy of all names (in both English and Khmer), titles, locations, and contextual information prior to submission.
- Ensure all captions accurately reflect the individuals, activities, and circumstances depicted, while maintaining consistency with UNICEF's editorial, safeguarding, and ethical communication standards.

Editing and Delivery

- Select and deliver the agreed number of high-quality photographs for each assignment, based on technical quality, storytelling value, and editorial relevance.
- Edit and enhance selected photographs, including colour correction, colour grading, cropping, image optimization, and file formatting, in accordance with UNICEF branding guidelines and standards.
- Ensure all photographs meet professional editorial standards and are suitable for print, digital, media, advocacy, fundraising, donor reporting, and public awareness purposes.
- Provide high-resolution edited photographs, web-optimized versions, and selected raw image files, as requested by UNICEF.

- Provide photo credits and detailed captions for each photograph in accordance with UNICEF guidelines and standards.
- Ensure all files are appropriately named, organized, and submitted according to UNICEF requirements.

Expected Photography Deliverables

- High-resolution edited photographs suitable for print, digital, media, advocacy, fundraising, donor reporting, and public awareness purposes.
- Captioned photo packages, including photo credits and embedded metadata, in accordance with UNICEF guidelines and standards.
- Documentary photography, human-interest photo stories, and photo essays that effectively communicate programme results and impact.
- Event, project, and programme documentation portfolios.
- Captions, metadata, and other supporting documentation, as required by UNICEF.
- Submission of raw image files and final edited photographs in the agreed formats and specifications.
- Properly organized and labelled files in accordance with UNICEF file management and archiving requirements.

2). Videography Services:

The consultant will be responsible for producing high-quality video content that communicates UNICEF's impact, strengthens advocacy efforts, promotes positive behavioural and social change, and supports engagement with partners, donors, media, and the public.

Below are examples of key video assignment deliverables (actual deliverables may vary):

Example 1: Fully packaged video, involving pre-production, production, and post-production -- Complete video production assignment from conceptualization, to filming to final editing. This type of assignment will involve delivering a final packaged/edited video piece ready for dissemination (length will vary from 30 seconds to longer as needed, e.g. 4/5 minutes). Deliverables may include a production plan, video treatment and/or script based on research and evidence, b-roll footage and on-camera interviews (with a brief shot-list describing content for archiving), as well as fine-edited final product (with colour- and sound correction, graphics, subtitles, music). Format of file and resolution will be agreed beforehand. UNICEF may request both high definition (for broadcast), and lower/medium resolution files (for internet streaming).

Example 2: B-roll footage only, involving production and post-production -- UNICEF may contract the consultant, for example upon request of its donors- to visit the field to collect b-roll footage (for editing and packaging elsewhere). In this instance, the b-roll footage should be delivered in the requested format, at the requested approximate length, accompanied by a shot list of locations, names of people, and description of the shots.

Example 3: Video production using existing footage, involving pre- production and post-production only—the consultant may be requested to produce a video using existing footage. This type of assignment may involve the following deliverables: video concept and script writing (pre-production), review of UNICEF archive footage and photography (pre-production), rough-edit based on the agreed script with graphics/music/subtitles, and final fine-edit (post-production).

Example 4: Post-production only – UNICEF may request the consultant to repurpose or re-edit existing video products or to add additional features such as music, sign-language, subtitles, and voice-overs as needed.

General assignment requirements:

- All assignments shall comply with UNICEF's Ethical Guidelines, branding standards, safeguarding requirements, and accessibility principles.
- Consultants shall maintain the confidentiality of information, materials, and content obtained during the assignment.
- Consultants shall obtain all required informed consent forms and permissions in accordance with UNICEF policies.
- Consultants shall coordinate closely with UNICEF focal persons throughout the assignment and incorporate feedback as required.
- The consultant will use her/his own devices to conduct assignments. UNICEF will not provide financial compensation to the videographer for procuring/renting equipment.

The assignment may come at short notice and will need to be completed in agreed working days at a flat-rate daily fee (including travel expenses). The specific scope of work will vary according to assignment requirements and may include, but is not limited to, the activities outlined below.

Video Pre-production

- Coordinate closely with UNICEF focal persons to understand the assignment objectives, key messages, target audiences, and intended use of the content.
- Develop concepts, storylines, interview plans, production schedules, shot lists, and creative approaches, as required.
- Identify compelling stories, subjects, and visual opportunities that demonstrate programme impact and amplify the voices and experiences of children, families, and communities.
- Ensure all production arrangements and logistics are planned and confirmed prior to the assignment.

Video Production (in and outside Phnom Penh)

- Produce high-quality documentary-style video coverage of UNICEF-supported programmes, field activities, high-level visits, events, campaigns, advocacy initiatives, emergency response and post-intervention activities, and partnership engagements.
- Capture high-quality footage, including interviews, testimonials, B-roll, event highlights, and contextual visuals that effectively demonstrate programme outcomes, lessons learned, and UNICEF's impact on children, families, and communities.
- Conduct and record interviews with children, caregivers, community members, government counterparts, implementing partners, UNICEF personnel, and other relevant stakeholders, as appropriate and in accordance with UNICEF policies.
- Produce compelling storytelling content that reflects authentic experiences and supports UNICEF's communication, advocacy, fundraising, and visibility objectives.
- Ensure all footage meets professional production standards, including high-quality visuals, sound, lighting, and stabilization, and is suitable for broadcast, digital, social media, and other communication platforms.
- Work closely with UNICEF focal persons to ensure key messages, programme priorities, and communication objectives are accurately reflected throughout production.
- Obtain signed consent forms from parents or caregivers of identifiable children, and from identifiable adults featured in videos, in accordance with UNICEF policies, ethical standards, and safeguarding requirements.
- Ensure all video production activities comply with UNICEF's Ethical Guidelines and uphold the dignity, rights, and best interests of children and vulnerable populations.

Video Post-production

- Edit footage into compelling stories that align with UNICEF's communication objectives and approved key messages.
- Incorporate subtitles, graphics, animation, voiceovers, music, and UNICEF branding elements, where required.
- Produce multiple versions of content for different audiences and platforms, including broadcast, social media, websites, donor engagement, and advocacy campaigns.
- Revise drafts based on UNICEF feedback and deliver final products according to agreed timelines.

Video Content Packaging and Delivery

- Organize and label all footage, project files, and final assets using UNICEF-approved file naming conventions and folder structures.
- Provide supporting materials, including interview transcripts, shot logs, English subtitles, and other relevant documentation, as applicable.
- Deliver all raw footage, edited products, project files, and associated assets in the agreed formats, resolutions, and technical specifications.
- Submit all raw footage together with English subtitles and/or transcripts to facilitate future editing, adaptation, and use across UNICEF communication platforms.
- Provide all required signed consent and release forms for children, caregivers, guardians, and other individuals featured in photo or video productions, in accordance with UNICEF's safeguarding and ethical communication requirements.

- Upload all final deliverables, including exported files and compiled production packages, to the file-sharing platform or link designated by UNICEF. Deliveries submitted through alternative platforms or links will not be accepted.
- Upon completion of the assignment, deliver all final working files, source files, raw footage, project files, and related assets to UNICEF on an external SSD hard drive (preferably a Samsung T9 4TB or equivalent), ensuring that all materials are properly organized and archived.
- Ensure all files are complete, accessible, free from technical defects, and ready for future editing, repurposing, and distribution across multiple communication channels.

Video Packaging, Delivery and Expected Deliverables

- Deliver all video products by the agreed deadline in the formats, resolutions, and technical specifications required by UNICEF, suitable for broadcast, digital, web, and social media platforms.
- Ensure all video products comply with UNICEF's Ethical Guidelines, branding standards, safeguarding requirements, and accessibility principles.
- Deliverables may include, but are not limited to:
    - Short-form advocacy and social media videos.
    - Documentary-style human-interest videos.
    - Broadcast-quality video packages.
    - Event highlight videos.
    - Interview recordings and sound bites.
    - B-roll footage libraries.
    - Animated or multimedia products, where requested.
    - Final edited videos, raw footage, and editable project files.
- Provide final videos with English and Khmer subtitles, and sign language interpretation where required.
- Submit all associated production materials, including working/project files, production assets, metadata, transcripts, captions, and other supporting documentation, as required by UNICEF.
- Submit signed informed consent forms from parents or legal caregivers of identifiable children, and from identifiable adults featured in the production, in accordance with UNICEF policies and safeguarding requirements.
- Upload all final exported and compiled files to the UNICEF-designated file-sharing platform, unless otherwise agreed by UNICEF.
- Upon completion of the assignment, deliver all final working files, raw footage, and production assets to UNICEF on an SSD hard drive (preferably a Samsung T9 4TB) or another storage device agreed upon with UNICEF.

Responsibilities of the Consultant:

I. The photographers/videographers will use their own equipment and transportation to conduct assignments.
II. The Photographers/videographers are responsible for pre-selecting a shortlist of the best images. The minimum number of photographs from each assignment will be agreed upon with the photographer.
III. The photographers/videographers will not put their own name or logo/emblem on the content / final product. The only organization branding will be UNICEF, if required.

Responsibilities of UNICEF:

I. UNICEF will provide all details pertaining to the activity and the requirements
II. UNICEF will orient the consultant on UNICEF's branding guidelines and expected standards of conduct.

United Nations Children's Fund

Child Safeguarding

Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective?

☐ YES	☒ NO

Direct contact role

Is this project/assignment considered as "Elevated Risk Role" from a direct contract role perspective?

☒ YES	☐ NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

The consultants will be responsible for conducting interviews and capturing high-quality photos, videos, and audiovisual content featuring communities, including children and young people, to support UNICEF's multimedia communication efforts.

In carrying out these tasks, the consultant is expected to strictly adhere to UNICEF's Child Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) policies and protocols. This includes obtaining informed consent from all individuals featured in the content, particularly children and their caregivers, using UNICEF's approved consent forms and procedures. The consultant must ensure that all content is collected and used in a manner that respects the dignity, privacy, and rights of all participants.

Child data role

Is this project/assignment considered as "Elevated Risk Role" from a child data role perspective?

☒ YES	☐ NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information (e.g. name, national ID, location data, photos) of children:

The consultant will be responsible for managing and handling data related to children throughout the duration of the contract, in full compliance with UNICEF's data protection and child safeguarding policies.

More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

Included in Annual/Rolling Workplan:

☒ YES	☐ NO

If No, please justify:

Click here

Consultant Sourcing:

☐ National	☐ International	☒ Both

Note: Please select the option relevant to your consultancy assignment. If selected 'National', applications from international candidates will not be accepted and vice-versa.

Competitive Selection:

☒ **Advertisement**

Note: for open competitive selection process to publish consultancy on UNICEF TMS portal.

Two weeks is recommended as minimum for advertisement, however, hiring manager may adjust based on urgency/context while ensuring transparency and fairness. Please indicate below accordingly:

Advertisement duration in calendar days: 3 weeks

☐ **Roster**

By selecting this sourcing type, the signatory of this ToR certifies that the candidates listed below are sourced from a valid and approved roster established via a competitive and transparent process, and that the ToR falls within the scope of the roster. Listed candidates shall have a full TMS profile.
In the table below, provide a list of candidates from the roster (who are meeting this ToR requirements) to seek financial proposal:

Name of Candidates	Email Address as per Roster
Click here	Click here
Click here	Click here
Click here	Click here
Click here	Click here
Click here	Click here
Click here	Click here to add text or click the + sign to add more rows

☐ **Single Source Selection: (Emergency – Director's approval)**

Note: As per UNICEF procedure on Consultants (Document Number: PROCEDURE/DHR/2022/007) effective 1 December 2022, Single Source Selection is only applicable to countries, regions and subject-matter areas that have been designated by the Executive Director as being in an "**emergency situation**", as stipulated in CF/EXD/2010-005, Recruitment and Staffing in Emergency Situations, paragraph 1.3.
Single source may also be applied in other circumstances, in accordance with FRR 112.30 (UNICEF Financial Regulations and Rules (Annex to E_ICEF_2011_AB_L.8) , provided that a clear and justified rationale is documented in the NFR based on one of the applicable FRR conditions.

Additional document requirement: NFR Waiver of Competitive Bidding for Individual Contracts (Consultants).docx

For Long-Term Agreements (LTA), this ToR template is not to be used. For LTA, please use the Work Order template.

Reasons why consultancy cannot be performed by staff:

To expand UNICEF Cambodia's communication, advocacy, fundraising, and visibility initiatives, professional photography and videography consultancy services are required to support the development of high-quality multimedia content across programme, emergency, and corporate communication priorities.

The scope of work requires specialized technical skills in photography, videography, visual storytelling, editing, post-production, captioning, and content packaging, as well as the ability to deploy rapidly to field locations and emergency settings. Due to competing programme priorities and existing workloads, UNICEF staff members do not have the capacity to consistently undertake these assignments while maintaining their core functions and responsibilities.

The engagement of professional photographers and videographers will ensure the timely, efficient, and high-quality production of communication assets that meet UNICEF's technical, ethical, safeguarding, branding, and accessibility standards, while enabling UNICEF to effectively communicate programme impact and amplify the voices of children and communities.

Contract Manager: Ty Chan, Communication Specialist	**Start Date:** *Ensure the start date accounts for the contracting process SLA* January 2027	**End Date:** January 2030

Travel and Logistics

Assignments may require travel both within and outside Phnom Penh. The consultant (photographer/videographer) shall be responsible for providing and covering all necessary equipment, transportation, logistics, accommodation, subsistence, and any other related expenses required to complete the assignment.

For travel within Phnom Penh, consultants are expected to cover their own transportation costs. For assignments outside the consultant's base location (i.e. place of residence or business office), all associated travel and living costs must be included in the financial proposal and considered within the all-inclusive daily or production fee.

Consultants are expected to comply with all applicable United Nations security advisories and recommendations, including restrictions on travel to designated locations or at specified times.

UNICEF will not provide insurance coverage for loss of or damage to the consultant's equipment, nor for any personal injury, illness, or accident that may occur during the course of the assignment. The consultant shall be fully responsible for ensuring that they have adequate insurance coverage, where applicable.

The consultant shall provide all professional photography and/or videography equipment, accessories, software, and other resources necessary to deliver the required services and outputs.

United Nations Children's Fund

Work Assignment Overview	Deliverables/ Outputs (SMART)*	Delivery deadline		Planned Travel* (For travel, please include destination, number of trips and days. This travel will be shared with the applicants to provide lump-sum financial proposal)	Estimated Budget for 1 consultant in contract currency included travel. (input days x estimated daily professional fee rate + estimate of planned travel) **
		Exact date to complete* the deliverable	Input days**		
1). Photography Services	**A). Photography Production in Phnom Penh** Photo shooting will cover activities and events, including: - Documentary photography of children's and families' lives, development projects in the field, high-level visits and events, campaign activities, emergency response, conferences, meetings, workshops, and handover ceremonies. - Photo essay-style storytelling imagery that captures and conveys a compelling narrative throughout the mission coverage. - Obtain signed consent forms from parents or caregivers of identifiable children, and from identifiable adults featured in photographs, in accordance with UNICEF policies and safeguarding requirements.	To be determined for each project/assignment	To be determined for each project/assignment	To be determined for each project/assignment	Estimated lump-sum daily fee proposed by the consultant, including travel days (if applicable).
	B). Photography Production outside Phnom Penh Photo shooting will cover activities and events, including: - Documentary photography of children's and families' lives, development projects in the field, high-level visits and events, campaign activities, emergency response, conferences, meetings, workshops, and handover ceremonies. - Photo essay-style storytelling imagery that captures and conveys a compelling narrative throughout the mission coverage. - Obtain signed consent forms from parents or caregivers of identifiable children, and from identifiable adults featured in photographs, in accordance with UNICEF policies and safeguarding requirements.	To be determined for each project/assignment	To be determined for each project/assignment	To be determined for each project/assignment	Estimated lump-sum daily fee proposed by the consultant, including travel days (if applicable).

	C). Photography Post-Production - Select and deliver the agreed number of top-quality photographs for each specific project or assignment. - Edit and color-grade the selected photographs in accordance with UNICEF branding guidelines and standards. - Provide photo credits and detailed captions for each photograph, following UNICEF guidelines and standards.	To be determined for each project/assignment	To be determined for each project/assignment	To be determined for each project/assignment	Estimated lump-sum daily fee proposed by the consultant, including travel days (if applicable).
	D). Photography Packaging & Delivery - Submit photographs no later than the agreed deadline in digital formats suitable for large-format colour printing (e.g. 300 dpi, DNG, TIFF, JPEG), with appropriate dimensions, colour correction, noise reduction, and other post-production requirements as agreed with UNICEF. - All photographs must comply with UNICEF's Ethical Guidelines. Signed consent forms must be obtained from parents or caregivers of identifiable children, and from identifiable adults featured in photographs, in accordance with UNICEF policies and safeguarding requirements. - Provide captions embedded in the photo files as metadata and submit them separately in a Microsoft Word document in English. Captions should specify the activities depicted, location, date, names of subjects (both English/Khmer where appropriate), photographer's name, and other relevant details. - Submit all files on a memory stick, external hard drive, or through a secure file-sharing platform, as agreed between UNICEF and the contractor.	To be determined for each project/assignment	To be determined for each project/assignment	To be determined for each project/assignment	Estimated lump-sum daily fee proposed by the consultant, including travel days (if applicable).
1). Videography Services	**A). Pre-Production** - Coordinate closely with UNICEF focal persons to understand the assignment objectives, key messages, target audiences, and intended use of the content. - Develop concepts, storylines, interview plans, production schedules, shot lists, and creative approaches, as required.	To be determined for each project/assignment	To be determined for each project/assignment	To be determined for each project/assignment	Estimated lump-sum daily fee proposed by the consultant, including travel days (if applicable)

	- Identify compelling stories, subjects, and visual opportunities that demonstrate programme impact and amplify the voices and experiences of children, families, and communities. - Ensure all production arrangements and logistics are planned and confirmed prior to the assignment.				
	B). Production in Phnom Penh - Produce documentary-style video coverage of children's and families' lives, UNICEF programmes, high-level visits, campaigns, emergency response& post-intervention activities, and other key events and initiatives. - Capture high-quality footage, including interviews, testimonials, B-roll, and event highlights, showcasing UNICEF's impact and results. - Produce compelling storytelling content aligned with UNICEF's communication, advocacy, fundraising, and visibility objectives. - Conduct interviews with beneficiaries, partners, government counterparts, UNICEF personnel, and other relevant stakeholders, as required. - Ensure professional production standards, including high-quality visuals, sound, lighting, and stabilization, suitable for broadcast, digital, and social media platforms. - Work closely with UNICEF focal people to ensure key messages and programme priorities are accurately reflected. - Obtain signed consent forms from parents or caregivers of identifiable children, and from identifiable adults featured in videos, in accordance with UNICEF policies and safeguarding requirements. - Ensure all video production activities comply with UNICEF's Ethical Guidelines and uphold the dignity and rights of children and vulnerable populations.	To be determined for each project/assignment	To be determined for each project/assignment	To be determined for each project/assignment	Estimated lump-sum daily fee proposed by the consultant, including travel days (if applicable).
	C). Production outside Phnom Penh - Produce documentary-style video coverage of children's and families' lives, UNICEF programmes,	To be determined for each project/assignment	To be determined for each project/assignment	To be determined for each project/assignment	Estimated lump-sum daily fee proposed by the consultant,

	high-level visits, campaigns, emergency response activities, and other key events and initiatives. - Capture high-quality footage, including interviews, testimonials, B-roll, and event highlights, showcasing UNICEF's impact and results. - Produce compelling storytelling content aligned with UNICEF's communication, advocacy, fundraising, and visibility objectives. - Conduct interviews with beneficiaries, partners, government counterparts, UNICEF personnel, and other relevant stakeholders, as required. - Ensure professional production standards, including high-quality visuals, sound, lighting, and stabilization, suitable for broadcast, digital, and social media platforms. - Work closely with UNICEF focal people to ensure key messages and programme priorities are accurately reflected. - Obtain signed consent forms from parents or caregivers of identifiable children, and from identifiable adults featured in videos, in accordance with UNICEF policies and safeguarding requirements. - Ensure all video production activities comply with UNICEF's Ethical Guidelines and uphold the dignity and rights of children and vulnerable populations.				including travel days (if applicable).
	D). Post-Production - Review and select the best footage based on the agreed deliverables for each assignment. - Edit and produce high-quality videos, including colour grading, audio enhancement, graphics, subtitles, and other required post-production elements. - Ensure all video outputs comply with UNICEF branding, messaging, quality, and accessibility standards. - Submit draft versions for UNICEF review and incorporate feedback and revisions as required.	To be determined for each project/assignment	To be determined for each project/assignment	To be determined for each project/assignment	Estimated lump-sum daily fee proposed by the consultant, including travel days (if applicable).

	- Develop and incorporate English and Khmer subtitles, as well as sign language interpretation where required, to ensure accessibility and inclusion. - Deliver final videos in the agreed formats and specifications for broadcast, digital, social media, and other communication platforms.				
	E). Video Packaging & Delivery - Submit all video products by the agreed deadline in the formats and resolutions specified by UNICEF, suitable for broadcast, digital, web, and social media platforms. - Ensure all video products comply with UNICEF's Ethical Guidelines, branding standards, safeguarding requirements, and accessibility principles. - Provide final videos with English and Khmer subtitles, and sign language interpretation where required. - Submit all deliverables in accordance with UNICEF guidelines, including: • Final edited videos and raw footage. • Working/project files and all associated production assets. • Signed informed consent forms from parents or caregivers of identifiable children, and from identifiable adults featured in the production. • Relevant metadata, transcripts, captions, and supporting documentation, as required. - Upload all final exported and compiled files to the UNICEF-designated file-sharing platform. Links from other platforms will not be accepted unless otherwise agreed by UNICEF. - Upon completion of the assignment, deliver the final working files and production assets to UNICEF on an SSD hard drive (preferably a Samsung T9 4TB) or another storage device agreed upon with UNICEF.	To be determined for each project/assignment	To be determined for each project/assignment	To be determined for each project/assignment	Estimated lump-sum daily fee proposed by the consultant, including travel days (if applicable).

Note on delivery:	The exact quantity of photographs, file formats, language requirements for captions and metadata, delivery method, and submission timeline will be agreed between UNICEF and the contractor for each assignment. The specific deliverables, including video duration, aspect ratios, resolutions, subtitle and language requirements, number of revisions, delivery formats, submission timelines, and storage requirements, will be agreed between UNICEF and the contractor for each assignment.				
Total estimated consultancy costs (Consultancy Fees + Travel Costs) **For multiple consultants indicate the total estimated budget (total budget for 1 consultant * number of consultants = total)**					**Total in contract currency:** Click here

- Add more line to the table as needed
- Costs indicated are estimated. Final rate shall follow the "best value for money" principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.
- Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.
- In case of unplanned travel, register it in a separate deliverable line and reserve funds for potential future travel needs. Such travel will be reimbursed based on actual travel receipts. (This information is not shared with applicants for financial bidding.)
- Marked (*) information will be part of the financial proposal shared with the consultant.
- Marked (**) information will not be shared with the consultant.

United Nations Children's Fund

Minimum Qualifications required*:

☒ Bachelors	☐ Masters	☐PhD	☐ Other

Enter Disciplines:

Bachelor's degree in relevant disciplines, such as Communications, Marketing, Journalism, Graphic Design, Art, Design, Social Sciences, or other related fields.

Applicants with no bachelor's degree but with at least three additional years of relevant professional experience in photography and videography production, content creation, or related areas may be considered in lieu of a degree.

*Minimum requirements to consider candidates for competitive process.

Years of Experience/ Knowledge/Expertise/Skills required*:

Work Experience:

- Minimum three (3) years of professional experience in photography and/or videography.
- Demonstrated experience producing visual content for development, humanitarian, advocacy, public awareness, or child-rights-related initiatives.
- Proven experience in photo and video production, including filming, photography, and post-production editing.
- Experience producing multimedia content for digital platforms, websites, social media, publications, and campaigns.
- Experience developing human-interest stories and visual narratives.
- Experience working independently, managing multiple assignments, and delivering outputs within tight deadlines.

Language Requirements:

- Fluency in English and Khmer are required
- Strong writing skills, including the ability to prepare accurate captions, descriptions, interview transcripts, and supporting documentation in English.

Knowledge/Expertise/Skills:

- Strong photography, videography, visual storytelling, and multimedia production skills.
- Proficiency in operating professional photography and videography equipment.
- Proficiency in industry-standard photo, video, graphic design, and editing software on both Mac and PC platforms.
- Strong photo and video post-production skills, including editing, colour correction, audio optimization, subtitling, and content formatting.
- Ability to produce high-quality visual content tailored for diverse audiences and communication platforms.
- Knowledge of digital and social media content production and best practices.
- Strong organizational skills, attention to detail, and ability to verify factual and contextual information.
- Ability to work effectively under pressure, adapt to changing priorities, and meet tight deadlines.
- Demonstrated professionalism, cultural sensitivity, integrity, and commitment to ethical communication and child safeguarding standards.

Desirables:

- Previous experience working with UNICEF, UN agencies, international organizations, NGOs, or development partners.
- Experience documenting programmes related to child rights, education, health, nutrition, child protection,

	social protection, climate resilience, WASH, or humanitarian and emergency response. • Experience producing content for advocacy, behaviour and social change, fundraising, donor visibility, or media engagement purposes. • Familiarity with UNICEF communication, branding, editorial, and visual storytelling guidelines. • Experience in website content management, animation, motion graphics, drone videography, or other advanced multimedia production techniques. • Willingness and ability to travel to remote locations across Cambodia on short notice. *Listed requirements will be used for technical evaluation in the competitive process.

Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance)

A) Technical Evaluation (e.g. 70 points)

Technical Evaluation Criteria (100 points) – weight 70%

1. Cover Letter, Degree & Educational Background – explaining the motivation for applying and explaining how qualifications and skillset – 10 points
2. Knowledge and skills – 25 points
3. Quality of current/previous work – 65 points

Qualifying score in technical evaluation is **70** out of **100** points.

Technical proposal requirement (Not applicable):
Click here

B) Financial Proposal (e.g. of 30 points)

Financial Proposal (100 points) – weight 30%

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

Financial Proposal to include:

1) Photography Services:

a. **Production daily fee in Phnom Penh:** Proposed all-inclusive daily production fee for more than 5 hours of photo-shooting. All-inclusive means the fee will include all expenses, including transportation and other costs. If photo-shooting will require less than 5 hours, a half-day rate will apply (50% of the agreed daily rate).
b. **Production daily fee outside Phom Penh:** Proposed all-inclusive daily production fee, including all related travel expenses (transportation, living allowance, accommodation, and other costs). The service fee will be applied only for the days the service was rendered; Service Providers are not entitled to service fees for the travel time.
c. **Post-production daily fee:** Proposed all-inclusive daily post-production fee (for more than 5 hours of post-production. It includes time spent on editing, captioning, etc. A half-day rate will apply if less than 5 hours is required (50% of the agreed daily rate).

2) Videography Services:

d. **Pre-Production:** Proposed all-inclusive daily fee for filmmaking process, after development and before production. It involves finalizing the script, hiring the actors and crew, finding locations, determining what equipment you'll need, and figuring out the budget etc.
e. **Production daily fee in Phnom Penh:** Proposed all-inclusive daily production fee for more than 5 hours of video shooting. All-inclusive means the fee will include all expenses, including transportation and other costs. If filming will require less than 5 hours, a half-day rate will apply (50% of the agreed daily rate).
f. **Production daily fee outside Phom Penh:** Proposed all-inclusive daily production fee, including all related travel expenses (transportation, living allowance, accommodation, translator, and other costs). The service fee will be applied only for the days the service was rendered; Service Providers are not entitled to service fees for the travel time.
g. **Post-production daily fee:** Proposed all-inclusive daily post-production fee (for more than 5 hours of post-production. It includes time spent on editing, captioning, etc. A half-day rate will apply if less than 5 hours is required (50% of the agreed daily rate).

Applications without one of the required documents or elements will be treated as incomplete and will not be considered for further processing.

Working arrangement:		UNICEF email address required:	
☒ Remote	☐ Office Based	☐ YES	☒ NO

Text to be added to all ToRs:

Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible for ensuring that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (COVID-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.