



Terms of Reference

Photojournalism Services in Timisoara, Romania

UNHCR Representation in Romania generally requires services from professional photojournalists to provide compelling photographs on the situation and daily lives of refugees, asylum-seekers, stateless people, and the people working with them across Romania.

Type of services and deliverables:

- Shooting photos, photo stories and essays (depending on the assignment) according to international photo journalistic standards;
- Complete post-production work including captioning, keywords and other details and metadata (guidance to be provided by UNHCR) to be embedded in the photos;
- Photos should be provided in both high (for print) and low (for web) in JPG on a CD/DVD or via file transfer sites to UNHCR as mutually agreed;
- Close liaison with UNHCR Communication/Public Information team in the country on the assignment and post production is required;
- Quotations for further post-production work such as the preparation of slide shows, etc. are also welcome.

Photos will be used on UNHCR's digital platforms and publications, and in various advocacy activities. A sample of UNHCR stories for style and format can be viewed at <http://www.unhcr.org>.

Exact requirements and background to each assignment or story are provided by UNHCR in advance. In most cases UNHCR will carry out research and pre-production work in advance, and photographers will be assigned a specific story.

Service providers are expected to use their own equipment and necessary software of current photography industrial standards. Files shall be exchanged electronically via e-mail, file transfer sites, external drive or CD/DVD as the file size and format best require and mutually agreed, suitable for print and web and further processing in digital communication materials.

Fluency in English and Romanian as well as previous photo journalistic experience are essential.

Bidders should be based in Timisoara, Romania: travel costs to Timisoara cannot be covered.

Some of the assignments may require availability at a short notice and deadline.

Depending on the location of the service provider, communications between UNHCR and the service provider shall normally happen via email or telephone, with face-to-face meetings occasionally as feasible and required.

Copyright: Copyright of the photos shall be transferred to UNHCR. The photographer may file the photos with media outlets after publication by UNHCR, but neither the media nor the photographer may sell, license or give any images to other United Nations Agencies or non-governmental or other organisations. The photographer may use the images to promote her/himself.

UNHCR Guidelines: The service provider shall accept UNHCR's rules on photo taking and editing as well as editorial policies relating to protecting the rights and identity of the people recorded on the photos, for protection reasons.

Samples and guide for style and format can be viewed on UNHCR's global website at [Refugees Media and Photographer's Guidelines](#).

The service provider will also observe the **UNHCR's Social Media Policy for UNHCR Consultant Photojournalists** (Annex D).