



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

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**DATE: 09/08/2019**

**REQUEST FOR QUOTATION: No. RFQ/2019/009**

**FOR THE SUPPLY OF WRITER-JOURNALIST-EDITOR SERVICES**

**QUOTATION TO BE RECEIVED BY: 22/08/2019 – 23:59 hrs**

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation for the following **writer-journalist-editor services** specified in this Request for Quotation (RFQ).

UNHCR may award one or more Frame Agreements with an initial duration of two (2) years (1 September 2019 - 31 August 2021), potentially extendable for a further period of one (1) year, subject to satisfactory performance. The successful bidder(s) will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

## **1. REQUIREMENTS**

**Description:** UNHCR Representation in Romania requires the services of experienced Romanian language journalists-writers-editors, to help with producing stories, reports and other content throughout the year.

Fluency in English is desirable, as is the ability to write to international journalistic standards. TV broadcast experience for video editors.

The journalists should be based in Romania; travel from outside the country cannot be covered.

**Type of services and deliverables:** Depending on the specific nature of each assignment, services may include:

- Research and write human interest stories for UNHCR's website and other platforms focusing on the daily lives of refugees, asylum-seekers, stateless people and those working or living near them, liaising closely with UNHCR public information staff on subjects and content. (The maximum length for a feature article is 800 words).
- Edit web stories and photo essays drafted by UNHCR staff.
- Edit technical reports and other materials on protection issues for refugees and asylum-seekers for a range of audiences.

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<sup>1</sup> For further information on UNHCR, please see <http://www.unhcr.org>

**Location:** Bucharest, Romania

**Duration:** 1 September 2019 – 31 August 2021

Please find attached in **ANNEX A** additional information about the services required (TOR).

Please include the following price information in your quote (without VAT):

- Currency (RON or USD)
- Story, daily and hourly service fee (stipulating the differed rates for different types of work, if applicable)
- Additional fees, if any (please specify)
- Total Cost for services (all inclusive)

Please note that UNHCR has tax and duty exemption status.

## **2. RFQ SUBMISSION**

We would appreciate receiving your quotation on or before **22/08/2019 – 23:59 hrs** (Romanian time) by e-mail, in PDF format, to [rombupst@unhcr.org](mailto:rombupst@unhcr.org).

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- RFQ Number - RFQ/2019/009
- Your name or name of your company
- Number of e-mails that are sent (example: 1/2, 2/2)  
(for example: UNHCR RFQ/2019/009 – *Company X, email 1/2*)

The documents to be submitted by bidders (in English) are the following:

- Tender form (see **Annex C**);
- General presentation of the bidder;
- Samples of similar work – please include direct links to stories, articles; if possible, professional referees or references;
- Price quotation (story, daily and hourly service fee in RON or USD (stipulating the differed rates for different types of work, if applicable).

All cost calculations should specify **net price + VAT amount** (if applicable).

Your quotation must be valid at least for 30 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in **Annex B** the *UNHCR General Conditions of Contracts for the Provision of Services-2010*. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Diana Tifor, Senior Admin/Finance Assistant  
Admin/Programme Unit  
UNHCR Representation in Romania

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