



## Terms of Reference

### Writer-Journalist-Editor Services

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.

#### **Type of services and deliverables:**

- 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.

A sample of UNHCR web stories can be viewed at <http://www.unhcr.org> and <https://www.unhcr.org/ceu/>. Depending on each assignment, stories may be published on the regional and in some cases global website. For certain campaigns, stories may have different focus and formats.

The exact requirements, concept and background to each assignment/story/editing task will be provided by or discussed with UNHCR in advance.

Proposals should stipulate the daily and story rates for web stories, and hourly and daily rates for editing tasks. Some of the assignments may require short deadlines. Bidders are requested to indicate their availability and notice periods required, as well as the ability to travel in the country.

Bidders should be based in Romania. Travel from outside Romania cannot be covered.

**Working arrangements:** Generally, drafts and final files will be exchanged electronically. The exact requirements will be discussed and mutually agreed for each assignment.

**Copyright:** The copyright of final products shall be the property of UNHCR.

**UNHCR Guidelines:** The service provider shall accept UNHCR's rules and editorial policies relating to protecting the rights and identity of the people. Refugees and asylum-seekers are often vulnerable people and at times, particular care must be taken to protect their identities. These sensitivities will need to be discussed between UNHCR and the provider on each story assignment.

Samples and guide for stories' style and format can be viewed on UNHCR's global website at <http://www.unhcr.org/>.