



Terms of Reference
Photographic Services for an OCHA report
SSA Contract
Jerusalem, oPt

Background and objective

OCHA seeks the services of a professional photographer to provide photographs for use in an upcoming report about East Jerusalem as well as in future publications.

Scope of work

The photographer is asked to provide OCHA with a series of thematic photos

Thematic Topics:

- OCHA shall provide the photographer with a list of thematic topics including for example house demolition, evictions, restricted access to services, infrastructure and service failure etc. Detailed list of the themes/locations and types of photos sought by OCHA.
- The photographer shall provide OCHA with 3-4 updated (2010) photographs from either his own archive or through additional visits to communities in /East Jerusalem where necessary.
- OCHA staff shall participate in the editing process to identify the most desirable photographs.

OCHA support:

- OCHA shall provide the photographer with all necessary information regarding each theme to be photographed, including location, contact people etc. and guidance on the style of photographs required (panoramic, close-up, portrait, etc)
- OCHA and the photographer shall agree on dates in advance to visit each site. OCHA shall make all necessary arrangements with the beneficiaries and provide all logistical support (including transport).

Deadlines:

- The editing of photographs by the photographer, with approval from of OCHA shall be concluded within 30 days of the date of commencement of the contract for services.
- At the conclusion of the editing process, in case that the needs for adequate photographs for some of the predefined themes have not been met, the photographer will go out for another round to take the needed photos.

Output type

- The type of equipment used is solely the domain of the photographer however the photographer shall supply OCHA with high quality, high resolution format, colour photographs in both TIF and JPEG file formats which are suitable for printing and publication.
- The images shall be provided to OCHA in digital format by an external USB hard drive (to be provided by OCHA)
- The photographs will be properly labeled/captioned (including topic, date and location and the name/identity of person in the case of portraits) for easy identification. Captioning and photo file naming should be according to OCHA photo archiving conventions (will be provided).
- The photos should be geotagged. OCHA will support the photographer if needed.

Duration of the contract

The duration of the SSA contract would be for one months starting mid-July

Copyright

The photographs submitted within the general terms of the contract will be the property of OCHA and the photographer (except for photos portraying OCHA staff). OCHA will have the unconditioned right to use these photos in future publications including but not limited to reports, maps, website. OCHA will also have the unconditional right to allow others to use the photos in their publications.

How to apply:

For a full description of the post please visit the vacancies section on the OCHA – oPt website: www.ochaopt.org

All applicants are requested to email the completed United Nations Personal History Form (UN-P-11) in English providing full details of education, present and past employment, language skills, computer skills, etc. to the OCHA oPt Office by using the following e-mail address: ***hr@ochaopt.org***. The UN P-11 form can be found on OCHA’s website: www.ochaopt.org

It would be appreciated your stating your full name and the OCHA vacancy notice number (04-10-004) as the subject in your e-mail application.

Only qualified candidates should apply and only those who have been short listed will be contacted.

CLOSING DATE FOR APPLICATIONS: 02 July 2010

Applications received after this date will not be considered.

Women are encouraged to apply