

TERMS OF REFERENCE

SUMMARY

Type of Contract (tick the appropriate box)	Institutional Consultant	Individual Consultant	Technical Assistance to IP (individual)
Title	Reports editor		
Purpose	To support the Zambia Country Office with editing reports		
Location	Remotely, world-wide		
Duration	11.5 months		
Start Date	01 March 2021		
Reporting to	Chief- Planning, Monitoring and Evaluation		

BACKGROUND

Reporting is an opportunity for UNICEF to demonstrate results that have been achieved for children and the specific contribution that UNICEF and other partners have made to the achievement of those results. It is both an opportunity and an act of accountability to report to stakeholders (UNICEF Executive Board, governments, partners and donors), who have entrusted UNICEF with funds and the mandate to work on behalf of children worldwide. There is a growing demand from stakeholders for UNICEF to clearly show a link between resources and results achieved. Furthermore, there are increased requirements for transparency at all levels on what UNICEF does, and where and how it undertakes its work. In addition, UNICEF provides information to the public as a member of the International Aid Transparency Initiative (IATI), which commits the organization to publicly disclose its financial and programme information using a common, open international standard that is easy to understand, to compare and to use among stakeholders in a timely manner.

Reports help UNICEF demonstrate the effectiveness of an intervention by explaining how UNICEF has used resources to achieve results. There are various types of reports that UNICEF produces. The Zambia Country Office (ZCO) writes an annual report to the regional director and executive director (end year summary narrative), reports to donors, as well as annual reports to the UN Country Team. ZCO also compiles reports on our humanitarian response. Reports are an important tool to communicate our initiative's achievements, contributions towards results, challenges and lessons learned. Quality and timely reports contribute to successful resource mobilization. All these reports are coordinated by the Planning, Monitoring and Evaluation (PME) and places a huge demand on the existing staff capacities.

JUSTIFICATION

By the beginning of 2021, ZCO was managing a total of 48 active grants which come with corresponding requirement for 46 donor reports. These come at different frequency (some quarterly, bi-annual and annual) and levels of detail. Quality of reports remains a priority for ZCO and often challenged when dealing with a huge volume of reports. Additional editorial capacity for quality review of reports is necessary. The role of this consultant would be to copy edit and

“polish” donor reports– thereby freeing up the time of both Programme Staff and the Donor Reports Officer to focus on substance and results-based reporting (against proposals and the country programme results matrix).

OBJECTIVES / TARGET

The objective of the consultancy is to copy edit and format various ZCO reports. For donor reports, familiarity with results-based reporting and donor proposals will be necessary to ensure that the reports address what was committed to.

DESCRIPTION OF THE ASSIGNMENT (SCOPE OF WORK) / SPECIFIC TASKS

The consultant will copy edit and format the various reports that the ZCO produces. Details of deliverables are outlined below

EXPECTED DELIVERABLES

Tasks	Expected Output/Deliverable	Timeline (man days)	Payment
Copy edit and format donor reports	22 edited and formatted donor reports submitted, on time	33 days	Payment will be done on a monthly basis based on actual days worked
Copy edit and format Results Assessment Module (RAM) reports	Copy edited RAM reports	November 2021- February 2022 14 days	
Copy edit the Country Office Annual Report (COAR)	Copy edited COAR	6 days	
Copy edit other documents	Copy edited reports	6 days	

REPORTING REQUIREMENTS

Consultant will report to the Chief-PME, working in close collaboration with the Reports Officer

LOCATION AND DURATION

The Consultancy will be undertaken over a period of 11.5 months. The work will be carried out via email and calls by the consultant from home, no physical presence in the office or travel is required.

PAYMENT SCHEDULE

Complete submission of deliverables as per expected standard and quality as assessed by the supervisor is a prerequisite for payment of fee. UNICEF reserves the right to adjust or withhold payments for late deliverables or for deliverables not meeting expected quality.

Payment will be done on a monthly basis based on actual days worked up to a cumulative maximum of 59 days. Exact deliverables and deadlines will be agreed separately on a monthly basis.

QUALIFICATION/SPECIALIZED KNOWLEDGE AND EXPERIENCE

Qualifications

- Master's degree in social sciences, communication or other related area
- Please include the number of years of experience and with the Master's degree requirement, the number of years of experience should not be less than five years.
- Excellent written and oral skills in English
- Solid editorial skills with demonstrated ability for logical and analytical writing
- Prior experience of working for UNICEF in a country context and knowledge of UNICEF processes will be an asset
- Prior work experience in the field of planning and monitoring desirable
- Familiarity with international development issues and/or issues concerning children desirable

ADMINISTRATIVE ISSUES

- The consultant will only be paid upon satisfactory submission of a deliverable in line with the contract.

POLICY BOTH PARTIES SHOULD BE AWARE OF (ONLY APPLICABLE FOR INDIVIDUAL CONTRACTS)

- Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- For international consultants outside the duty station, signed contracts must be sent by fax or email.
- Consultants will not have supervisory responsibilities or authority on UNICEF budgets.
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation if non-resident in Zambia.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.