**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/CONSULTANTS**

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| **PART I** | | | |
| Title of Assignment | Editor/Writer | | |
|  | International | National | |
| Contract Type | Individual Consultant | Individual Contractor (Part-Time / Full Time) | |
| Indicate level of consultancy | Mid-Level (P-3) | | |
| Hiring Section | Eastern and Southern Africa Regional Office (ESARO) Programme Planning and Monitoring (PPM) | | |
| Location | Remote or home-based; no presence in Kenya and/or travel is required. | | |
| Duration | Needs-based, up to 20 non-consecutive working days over a 12-month period | | |
| Start/End date | **From:**1-Nov-21 | | **To:** 31-Oct-22 |

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| **Part** *II (this information is for INTERNAL use only; shall not be shared with candidates)* | | |
| Supervisor | *Paloma Clohossey, Planning Specialist (Knowledge Management), ESARO PPM* | |
| Planned Budget/Estimated Cost of Assignment |  | |
| Budget Code(s) |  | |
| AWP Activity | Output 2 (Country programmes are results-focused, equity-focused, fit for purpose, affordable, high performing and achieve value for money); Activity 5: (Regionalize the global Knowledge Management Strategy and support piloting in the region) | |
| Proposed assignment is included in the approved ESARO Consultant Plan | *Yes* | *No* |
| Proposed methodology for sourcing of qualified candidates | Advertisement | Expression of Interest |
| **Child Safeguarding** | | |
| Is this assignment considered an “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective? | Yes | No |
| Is this a Direct contact role? | Yes # of hours per month? **Choose an item.** | No |
| Is this a child data role? | Yes # of hours per month **Choose an item.** | No |

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| **PART III: Signatures** | | | |
| **Function** | **Name and Designation** | **Signature** | **Date** |
| Prepared by | Paloma Clohossey, Planning Specialist (Knowledge Management) |  |  |
| Reviewed | Hrayr Wannis, OIC PPM Chief |  |  |
| Endorsed by | Brian Nyakanda, OIC Regional Chief of Human Resources |  |  |
| Approved by | Lieke van de Wiel, Deputy Regional Director |  |  |

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| Title of Assignment | Editor/Writer | |
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**Background and Justification**

UNICEF ESARO produces a variety of topical documentation for a diverse spectrum of audiences, including UNICEF staff in the region, governments, policy makers, development partners, NGOs, universities, schools, children and the public at large in order to inform, mobilize and advocate for the rights of children in the Eastern and Southern Africa region.

Ensuring the quality of this documentation requires specialised skills in editing and writing based on the UNICEF style and guidelines. The demand for these specialised skills fluctuates based on the needs emanating from the different ESARO sections; when needs arise, the support required exceeds the capacity and scope of the existing PPM resources.

UNICEF is therefore seeking long-term services from qualified individual consultant(s) to provide editorial support (editing and writing) for ESARO.

**Scope of Work**

1. ***Goal and objective*:** The purpose is for the consultant(s) to assist UNICEF ESARO in the editing and writing of internal and external documents in accordance with UNICEF style guidelines.

On a needs-basis, the consultant(s) will be called upon to support ESARO in writing and/or substantive editing of key internal and external documents, assuring the highest quality as per UNICEF guidelines. This includes reviewing for grammar, spelling, redundancy, formatting and consistency, as well as revising content and reorganizing material, including occasional re-writing. The documents edited by the consultant(s) will result in the production of information packaged and adapted for various audiences, both internal and external, covering studies, research papers, donor reports and key internal meeting reports.

1. ***Provide details/reference to AWP areas covered:*** The work relates to the ESARO PPM rolling work plan Output 2 (Country programmes are results-focused, equity-focused, fit for purpose, affordable, high performing and achieve value for money); Activity 5: (Regionalize the global Knowledge Management Strategy and support piloting in the region).
2. ***Activities and tasks:***
3. Perform substantive editing and writing, including:

* Review specific documents and ensure consistent style of writing and tone throughout documents.
* Restructure, consolidate and/or re-write sections of documents to ensure logical flow and clarity in messages when appropriate.
* Correct spelling, punctuation, grammar and syntax mistakes, eliminating repetition and ensuring concise writing.
* Ensure any graphics such as tables or figures are clear.
* Check tables of content against the respective document.
* Check the acronym list against the acronyms used in the document.
* Edit footnotes, references and bibliographies for completeness and consistency of style.
* Consolidate and produce a write-up based on content inputs and data provided by ESARO when required.

1. Provide rapporteur support at key events, including:

* Ensure accurate notetaking, including capturing of discussions and action points.
* Produce summary reports of events.

1. ***Work relationships:***For each assignment, ESARO and the consultant will agree on the scope, timelines and cost for reviewing, editing or writing and finalizing documents. The consultant will work independently and will be home-based. The interaction between ESARO and the consultant will be by email, other virtual meals or phone calls, as appropriate. The consultant is expected to respond within 24 hours or less to requests from ESARO. The availability and willingness to take up an assignment on short notice is important. The consultant will report to the Planning Specialist (Knowledge Management) in the PPM Section and could interact with other ESARO sections depending on work needs.
2. ***Outputs/deliverables:***

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| **Deliverables** | **Duration**  **(Estimated # of Days or Months)** | **Timeline/Deadline** | **Schedule of Payment** |
| Regional Office Annual Review Meeting Report | Based on requests received | 31 December 2021 | Upon satisfactory completion of needs-basis deliverables |
| Two Regional Management Team meeting reports including side meeting minutes and relevant documents | Based on requests received | 31 October 2021 and Spring 2022 | Upon satisfactory completion of needs-basis deliverables |
| Regional Deputy Representatives and Operations staff network meeting report | Based on requests received | Fall 2021 and June 2022 | Upon satisfactory completion of needs-basis deliverables |
| Regional Office Mid-Year Review Meeting Report | Based on requests received | July 2022 | Upon satisfactory completion of needs-basis deliverables |
| Six thematic humanitarian and non-humanitarian donor reports (estimated 25 pages each) | Based on requests received | March 2022 | Upon satisfactory completion of needs-basis deliverables |
| Various public sector, NatCom and UN agency donor reports (estimated 15 pages) | Based on requests received | November 2021 to October 2022 | Upon satisfactory completion of needs-basis deliverables |
| Various sectoral programme documents (papers, meetings reports, research papers, case studies etc.) | Based on requests received | November 2021 to October 2022 | Upon satisfactory completion of needs-basis deliverables |
| Draft Country Programme Documents or Programme Strategy Notes (estimated 15 pages each) | Based on requests received | November 2021 to October 2022 | Upon satisfactory completion of needs-basis deliverables |
| Country Programme Evaluation reports and other evaluation reports at the regional level | Based on requests received | November 2021 to October 2022 | Upon satisfactory completion of needs-basis deliverables |

All edited documents should be in line with the latest iteration of the UNICEF Style Book, global UNICEF guidelines and ESARO guidance, as provided. All assignments should be submitted electronically by the specified deadline to ESARO. The consultant should provide track changes and comments directly in the document. It is expected that for finalizing one report, at least 1–2 iterations are made by consultant based on ESARO feedback during a 1–2-week period until the report is finalized. The final report will be cleared by the PPM section. Payment is upon satisfactory completion of deliverables agreed between ESARO and the consultant.

**Payment Schedule**

Payments will be based on timely and quality deliverables cleared by the PPM Section. This can be invoiced on a monthly or quarterly basis depending on the number of deliverables.

As per UNICEF Division of Finance, Administration and Management (DFAM) policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary.

**Desired competencies, technical background, and experience**

* An Advanced University Degree is required; however, a first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree.
* *Specialized skills and/or training*
* Knowledge and capacity to provide high quality reports in line with UNICEF writing style and reporting guidelines.
* Experience in branding and layout is an added advantage.
* Expert attention to detail is required.
* Flexibility and availability/willingness to take up assignments on short notice.
* Strong knowledge of development/humanitarian contexts and programming, particularly as related to the situation of children and women and UNICEF’s work. Geographic and contextual knowledge of the Eastern and Southern Africa region is highly desired.

1. Minimum five (5) years of progressively responsible relevant work experience in writing/editing of reports and publications.
2. *Must exhibit the UNICEF Core Values of:*
   1. *Care*
   2. *Respect*
   3. *Integrity*
   4. *Trust*
   5. *Accountability*
3. In addition, required competencies include the ability to demonstrate self-awareness and ethical awareness, drive to achieve results for impact, think and act strategically, manage ambiguity and complexity, and work collaboratively with others.
4. Knowledge of another official UN language an asset (especially French and Portuguese).

**Administrative issues**

The consultant should perform the work using their own resources (e.g. computer, internet connection) and UNICEF will not provide a working space. The work will be performed remotely/home-based without travel.

**Conditions**

The candidate selected will be governed by, and subject to, UNICEF’s General Terms and Conditions for individual contracts. All products and data developed and collected for this agreement are the intellectual property of UNICEF. The consultant may not publish or disseminate the final reports, or any other documents produced from this work without the express permission and acknowledgement of UNICEF.

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

**Risks**

Risks include poor quality of internal and particularly external documents and/or late submission of documents, which could have potential reputational risks and programming implications for UNICEF ESARO. Mitigation measures include ensuring the UNICEF guidelines on writing and branding, as well as any ESARO guidelines and templates are used by the consultant(s).

**How to Apply**

Qualified candidates are requested to submit a cover letter, CV and P11 form to the online recruitment portal (Talent Management System) or email provided.

Interested candidates to indicate ability, availability, and rate (daily) expressed in US$ to undertake the terms of reference.

**Incomplete applications will not be considered.**