



## CONSULTANCY - TERMS OF REFERENCE

# WASH Innovation Technical Writer

*Division: UNICEF Office of Innovation, Sustainable WASH Hub, Copenhagen, Denmark*

*Duration: 5 months part-time*

*Duty Station: Remote, Home based*

### Advertising summary

The WASH Hub is part of the UNICEF Centre of Excellence for WASH, Global Program Division. The vision of the UNICEF Sustainable WASH Innovation Hub (WASH Hub) is to be a global home for building, accelerating, and scaling transformational climate resilient solutions for a WASH secure future of universal and equitable access to services. The Hub sources, pilots and scales transformational climate-resilient solutions that respond to key programmatic challenges that, if solved, will unlock faster progress for a water secure future for children and young people.

The Hub is seeking technical writing, copy-editing, and proof-reading support for the development of on-demand knowledge and communications products in the thematic areas of WASH, innovation, scaling, impact and innovative/blended financing for both internal and external audiences such as UNICEF country offices, governments, implementing partners and donors. The Hub seeks an experienced writer to develop technical products such as field notes, advocacy notes, reports, concept notes and workshop summaries for both technical and non-technical audiences on an ad-hoc, part-time basis.

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### Child Safeguarding

Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective?

YES  NO

If YES, check all that apply:

**Direct contact role**  YES  NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

**Child data role**  YES  NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

**More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#).**

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UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone. And we never give up.

### **For every child...innovate**

UNICEF has a 70-year legacy of innovation for children. From its base in Copenhagen, the Sustainable WASH Innovation Hub (the Hub) identifies, demonstrates and scales climate-resilient water and sanitation solutions that can accelerate progress toward a water-secure future for children and young people. Working with partners and UNICEF country and regional teams, the Hub selects high-impact, cutting-edge innovations, adapts them to context, and expands proven solutions from helping thousands in one country to reaching millions across multiple regions through an annually reviewed WASH portfolio focused on the greatest challenges and opportunities for impact.

### **How can you make a difference?**

This role supports the Hub by developing high-quality knowledge and communication materials that showcase its portfolio of work (examples can be found on the UNICEF WASH knowledge site<sup>1</sup>). The Consultant will receive briefings on key elements of UNICEF's WASH programmes across regions and countries and will work closely with technical experts who will provide and validate the core content. Using this input, the Consultant will refine, structure, and produce materials for both internal and external audiences. We are seeking an experienced writer with strong technical understanding of WASH and familiarity with UNICEF's work.

### **Your main responsibilities will be:**

To develop technical knowledge and communication products, as and when required, including:

#### **1. Field notes (10-20 pages):**

- Produce Field Notes in standard templates describing the implementation of the defined tasks and summarizing lessons learned and recommendations for any follow-up actions/modifications as needed.

#### **2. Advocacy briefs (2-6 pages):**

- Produce advocacy briefs defining advocacy goal and objective, mapping of stakeholders and power dynamics, problem analysis for making a compelling case with evidence gathered and curated.

#### **3. Reports and workshop summaries (2-10 pages):**

- Produce concise syntheses of longer technical or evaluation reports, meetings or events, presenting key findings, conclusions, and recommendations in accessible language for non-technical audiences.

#### **4. Donor report (20-50 pages):**

- Produce/edit detailed narrative reports intended for submission to the Hub funding partner, demonstrating the progress, results, key challenges and successes of the reporting period.

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<sup>1</sup> <https://knowledge.unicef.org/wash>  
United Nations Children's Fund

## 5. Technical and non-technical concept notes (2-10 pages):

- Produce detailed, evidence-based report summaries or concept notes outlining a technical approach, methodology and expected results, targeting technical reviewers or specialists in WASH or innovative financing.
- Produce short, strategically framed concept notes outlining the background, objectives and expected results of a proposed initiative, written for non-technical audiences such as partners or internal colleagues who are unfamiliar with technical language around WASH or innovative financing.

### Description of assignment

No	Main Assignment	Output	Deliverables	Tasks	Delivery deadline	% of payment
1	Develop Field Notes describing solution implementation	Written field notes in Word format	5 x Field notes (10-20 pages)	Produce Field Notes in standard templates describing the implementation of the defined tasks and summarizing lessons learned and recommendations for any follow-up actions/modifications as needed.	31/08/26	20%
2	Develop advocacy briefs with goals, objectives and stakeholders defined by the Hub	Written Advocacy briefs in Word format	5 x Advocacy briefs (2-6 pages)	Produce advocacy briefs defining advocacy goal and objective, mapping of stakeholders, power dynamics and problem analysis.	31/08/26	20%
3	Develop summary reports based on longer technical reports provided by the Hub	Written report summaries in Word format	2 x Report summaries (2-10 pages)	Produce concise syntheses of longer technical or evaluation reports, presenting key findings, conclusions, and recommendations in accessible language for non-technical audiences.	31/08/26	10%

	Develop workshop summaries based on transcripts and recordings provided by the Hub	Written workshop summaries in Word format	4 x Workshop summaries (2-10 pages)	Produce concise syntheses of workshops, meetings or events, presenting key findings, conclusions, and recommendations in accessible language for non-technical audiences.	31/08/26	20%
4	Edit detailed donor report using content drafted by the Hub	Written/edited donor report in Word format	1 x Donor report (20-50 pages)	Produce/edit detailed narrative report intended for submission to the Hub funding partner, demonstrating the progress, results, key challenges and successes of the reporting period.	31/07/26	10%
5	Develop technical concept note related to one or more WASH innovation solutions, with draft content provided by the Hub	Written concept note in Word format	3 x Technical concept notes (2-10 pages)	Produce detailed, evidence-based concept notes outlining a technical approach, methodology and expected results, targeting technical reviewers or specialists in WASH or innovative financing.	31/08/26	10%
6	Develop non-technical concept note related to one or more WASH innovation solutions, with draft content provided by the Hub	Written concept note in Word format	3 x Non-technical concept notes (2-10 pages)	Produce short, strategically framed concept notes outlining the background, objectives and expected results of a proposed initiative, written for non-technical audiences such as	31/08/26	10%

				partners or internal colleagues who are unfamiliar with technical language around WASH or innovative financing.		
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The consultant will have regular check in calls (at least once a month) with the WASH Hub team.

**To qualify as an advocate for every child you will have...**

- Advanced university degree (Master’s or higher) in Communication, English, Media Studies, International Development or related field;  
*\*a first degree with two additional years of experience may be accepted in lieu of an advanced degree.*
- Minimum of 5 years of demonstrated professional experience in writing, copy editing and proof-reading a range of knowledge and communications material for various audiences.
- Demonstrated experience working with a range of actors (government, NGOs, private sector, academia, UN agencies).
- Proven experience writing and editing UNICEF knowledge and communication products, particularly those related to WASH innovation, scaling, and technical documentation—such as field notes, advocacy briefs, reports, and concept notes.
- Experience writing and editing knowledge and communication products related to innovative financing is an asset.
- Strong analytical skills, with the ability to synthesize information into clear and concise summaries for both technical and non-technical audiences.
- Excellent written and verbal communication skills, with a track record of producing high-quality reports, frameworks, and presentations.
- Knowledge of the WASH sector or climate-resilient development including innovation programming and approaches.
- Understanding of the humanitarian–development nexus, especially in relation to innovation adoption and scaling.
- Demonstrated ability to deliver high quality outputs under tight deadlines.
- Commitment to UNICEF values including equity, safeguarding, ethical innovation, and child-centred design.
- Fluency and experienced in working on English language publications, preferably with UN products/materials. Knowledge of another UN language is an asset.

**Travel:**

- No travel is required for this post.

All travel (in case of any) will be by most economical fare and reimbursement will be as per UNICEF policy, “As per UNICEF 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”.

## Payment details and further considerations

- Payment of professional fees will be based on the submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

## How to apply:

- Interested applicants are required to submit a technical and financial proposal with all-inclusive fee. Please see the financial proposal template.
- Technical proposals should be no more than 10 pages and should include relevant examples of past work or links to past work.
- Financial proposals should be submitted using the template provided by UNICEF.
- **Applications without a technical and financial proposal will not be considered.**

Applications will be evaluated against the following:		
REF	CATEGORY	POINTS
1.	Experience and Education <ul style="list-style-type: none"><li>• Experience writing and editing reports and knowledge and communications products for various audiences.</li><li>• Demonstrated experience working with a range of actors (government, NGOs, private sector, academia, UN agencies).</li><li>• Proven experience writing and editing UNICEF knowledge and communication products.</li><li>• Fluency and experienced in working on English language publications, preferably with UN products/materials.</li><li>• Experience in writing and editing technical documents (in Water, Sanitation and Hygiene (WASH) and Innovation.</li></ul>	80
Total Technical (max 80)		
Only Proposals which receive a minimum of 60 points will be considered further.		
3.	Financial proposal	20
Total Financial (max 20)		
Total Overall (max 100)		

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

## For every Child, you demonstrate...

UNICEF's values of Care, Respect, Integrity, Trust, Accountability, and Sustainability ([CRITAS](#)).

To view our competency framework, please visit [here](#).

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. The UNICEF family is committed to include everyone, irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

UNICEF offers reasonable accommodation for consultants/individual contractors with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants.

We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

### **Remarks:**

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.