

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT/CONTRACTOR

SECTION	Communication
CONSULTANCY TITLE	Writer for public version of the COAR
TYPE OF ENGAGEMENT	<input checked="" type="checkbox"/> Individual Consultant <input type="checkbox"/> Individual Contractor
PURPOSE OF THE ASSIGNMENT: To develop text for the 2025 UNICEF Zimbabwe public facing version of the annual report.	
<p>BACKGROUND: UNICEF Zimbabwe is preparing its 2025 annual report. This is a flagship publication that documents UNICEF's achievements, challenges, progress, and impact for children in Zimbabwe during the year 2025. It is the organization's key corporate tool that is used for outreach and advocacy purposes with different stakeholders, including government, public and private partners, civil society representatives, to name a few.</p> <p>The report covers the office's programme work, humanitarian action, partnerships and advocacy efforts; while highlighting major programmatic accomplishments, innovative approaches, strategic milestones, and lessons learned in the quest to improve efficiency and effectiveness in programming for children in Zimbabwe.</p> <p>The Annual Report reinforces the office's credibility, demonstrates transparency, and supports future resource mobilization efforts. As such, a public facing version of the report must be written in a clear, compelling, accurate, and accessible manner that reflects the organization's and the office's mission, values, and strategic priorities</p> <p>UNICEF Zimbabwe therefore requires the expertise of a professional writer who has extensive experience in writing the public version of a UNICEF's Country Office Annual Report (COAR) and other related documents, which can be used to share widely with external audiences. The content of the COAR 2025 will serve as a basis for this product, be summarized and adapted for use in a public version of the Annual Report 2025.</p>	
<p>ASSIGNMENTS:</p> <p>Under the supervision of the UNICEF Zimbabwe Chief of Partnerships, Advocacy and Communications, and the Communications Specialist, the writer is expected to undertake the following:</p> <ul style="list-style-type: none"> • Review relevant organisational documents, including the internal version of the 2025 annual report, and the 2024 public version of the annual report. • Participate in an inception meeting to clarify expectations, timelines, and agree on a structure for the public version of the CO Annual Report 2025. • Use the 2025 COAR as a basis for the editing of the CO Annual Report 2025 • Copy editing of the 5,000-word internal report and ensure adherence to UNICEF's style guide (the final product with the graphic design will consist of 48 or 64 pages). • Edit five human-interest stories provided by the communication section of UNICEF Zimbabwe to illustrate the main texts. • Develop draft of executive summary for the report. • Develop at least 5 text messages for social media. • Incorporate feedback from multiple review rounds (communications, programme teams, and senior management). • Align content with design requirements, ensuring smooth collaboration with the graphic designer. • Conduct final proof-reading of the publication-ready text. • Provide final, publication-ready text. 	
<p>REASONS WHY CONSULTANCY CANNOT BE DONE BY STAFF:</p> <p>Producing a high-quality Annual Report is a critical requirement for UNICEF, as it serves as a key accountability, communication, partnership building and resource mobilization tool. To achieve this, the content must be accurate, compelling, and aligned with professional communication standards.</p> <p>Given the volume of information involved and the need for clear synthesis across multiple programme areas, the preparation of the Annual Report requires specialised writing and editorial skills. While programme teams and internal staff provide raw data and narrative inputs, they may not have the dedicated time or technical expertise to translate these materials into a polished, publication-ready document that meets donor and organisational standards.</p> <p>Engaging a qualified writer is therefore essential to produce a report that reflects the office's achievements accurately</p>	

and compellingly, meets compliance requirements, and reinforces the institution's transparency and reputation.

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:


N/A

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](#)

Tasks/Milestone:	Deliverables/Outputs:	Timeline
Online inception meetings with UNICEF ZCO and desk review	Inception report with details on <ul style="list-style-type: none"> Proposed methodology Work plan and timeline Annotated outline of the Annual Report 	5 days
Prepare and submit the first draft of the ZCO annual report for external audience	First draft of text for the annual report, which would include: <ul style="list-style-type: none"> Write-ups for all sections and cross cutting areas Draft edited versions of the Human-Interest Stories case studies Photo captions and suggested visuals 	10 days
Receive feedback and agree with UNICEF on the proposed adjustments	Feedback session with UNICEF	2 days
Incorporate feedback as received from UNICEF	Second Draft incorporating UNICEF feedback	5 days
Develop a final, polished and proofread text for the annual Report	Annual Report narrative ready for design and publication	5 days
Draft an executive summary for the report	Executive Summary (1–2 pages) suitable for standalone communication	2 days
Write text for social media posts	5 Short social media texts summarising key highlights from each programme area.	1 day

Minimum Qualification required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Master's degree in communication, journalism, international development or a related field Enter Disciplines: Languages Excellent command of the English language with high quality oral and written communication skills, including proven ability to conceptualise, analyse and articulate ideas in writing for all types of media and audiences. Experience Demonsrated experience of previous work with UNICEF/other UN agencies or other international institution (public or private) writing, editing and proofreading public versions of COAFRs. (past examples to be shared)		Knowledge/Expertise/Skills required: Desirable Strong organisational and interpersonal skills with the ability to work with little supervision, both independently and with a multicultural team.		
Supervisor: Chief of Partnerships, Advocacy and Communication		Start Date: 15 February 2026	End date: 1 April	Total Working Days: 30 days
Funding Source:		Grant number: Non-Grant WBS: TBA Grant Expiry Date: December 2026		
Requesting Section/Issuing Officer:		Tapuwa Loreen Mutseyekwa Communication Specialist 		
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:				
Consultant Sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both		Consultant Selection Method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/ Desk Review/Interview)		
Payment		Lumpsum at the end of the assignment		
Travel International (if applicable)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Travel Local (please include locations)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Locations:		
DSA (if applicable) Approximate number of days:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/> (for field trips)		<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>		
Application requirement		<input checked="" type="checkbox"/> Technical Proposal <input checked="" type="checkbox"/> Financial Proposal		

<p>Request Authorized by Section Head Alexandra Makaroff, Chief of Partnerships, Advocacy and Communication</p>	<p>Request Verified by HR:</p>
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**Approved by Deputy Representative
Operation (if Operations):**

**Approved by Deputy Representative
Programmes (if Programmes):**

Text to be added to all TORs:
