

United Nations Children's Fund (UNICEF)

Vientiane, Lao PDR

Individual Consultancy: Writer

Terms of Reference

1. Background:

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.

2. Purpose:

Under the supervision the Chief of communication, the consultant will be writing, proofreading and editing publications, books, reports etc. The materials will also include research studies, situational analysis, and programme documents. The consultant's work will support the LCO through the Communication Section to promote UNICEF Lao's activities, and leadership in information dissemination and strengthen partnerships.

3. Work Assignments:

- To write, edit and review in English reports, books, publications documents, research findings and communication materials
- Cross checking grammar and unclear meanings in communication

4. Qualifications or Specialized Knowledge/Experience Required:

Qualifications and Experience

- At least 15 years' relevant professional experience including broad experience in writing, editing, crafting messages for a wider range of audiences.
- Experience in undertaking similar tasks especially writing reports, books, publications and strategic documents for an international organization.
- Previous work experience in multi-sectoral teams and UNICEF is an asset Knowledge and Skills
- Capacity to communicate and facilitate information exchange with professionals (UNICEF staff and partners).
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Excellent communication, editing and writing skills in English

Competencies

Excellent editing and writing skills in English Languages

English

5. Location: Remotely

6. Duration: 2 months

7. Deliverables:

- Well written, edited and reviewed reports, publications, books, documents, research findings and any other communication materials submitted electronically within the agreed deadline. All products should be edited and written to enable the public to appreciate and consume them.
- Reviewed and edited presentation style, format in the reports, publications, books, documents, research findings before they are sent for designing and printing.
- Unclear meanings in the reports, publications, books, research findings, sector documents double checked with the original drafter of the materials.
- Where necessary, meetings held and regular exchange of information done with the Communication focal point and respective sector specialists/officers responsible for the materials in order to agree on the tasks, scope, time-frame and report progress.

8. Reporting Requirements:

Two weeks before the end of the contract, the consultant will share edited reports, books, publications documents for consideration. If any adjustments are necessary, the consultant will take these into consideration in order to finalize the work within the deadline.

9. Payment Schedule linked to deliverables:

Payment will be based upon completion of assignments and provision of the deliverables to the contact focal point.

** The fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

<i>Deliverables</i>	<i>Payment (including business travel fee) be directly linked with satisfactory deliverables</i>	<i>Reporting Requirements for each deliverable</i>

10. Administrative Issues:

Travel is not expected as part of the assignment,
UNICEF won't provide laptop, access to printer or office space

11. Contract supervisor:

12. Nature of 'Penalty Clause' to be Stipulated in Contract:

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Lao PDR.

13. Submission of applications:

Interested candidates are kindly requested to apply and upload the following documents to:
<http://www.unicef.org/about/employ/>

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments (if available)
- Samples of work
- Financial proposal:

The deadline for applications is *17 October 2021*

14. Assessment Criteria:

A two-stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Applications shall therefore contain the following required documentation:

1. Technical Proposal, including a cover letter, updated CV, and copies of 2 relevant evaluations performed earlier by the consultant.
2. Financial Proposal: Lump-sum offer with the cost breakdown: Consultancy fee, travel costs (economy class), per-diem to cover lodging, meals, and any other cost related to the consultant's stay in Vientiane, including transportation inside the city and other costs. The travel (if involved) shall be based on the most direct and economy fare.

No financial information should be contained in the technical proposal.

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Qualification (max. 100 points) weight 70 %

- Degree Education in journalism, communication (30 points)
- Knowledge of UNICEF and international organization works (20 points)
- Experience in writin, editing (30 points)
- Quality of past work (e.g. understanding, methodology) (20 points)

b) Financial Proposal (max. 100 points) weight 30 %

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.