

Terms of Reference

International Consultant to consolidate and edit the 2018 Country Office Annual Report and other key reports

Purpose	Reporting consultant to help consolidate and improve quality of key reports of UNICEF Viet Nam, including the 2018 Country Office Annual Report.
Location	Hanoi, Viet Nam
Duration	Up to 60 working days
Start Date	1 November January 2018 (<i>tentative - TBC</i>)
Reporting to	Chief of Planning, Monitoring and Evaluation
WBS and Grant Reference	WBS: 5200/A0/05880/003/004 Grant: GC (Non-grant)
General Ledger number	7030110

Background

During the period from November 2018 to throughout 2019, UNICEF Viet Nam is required to deliver important reports, such as 2018 Country Office Annual Report, 2019 Annual Management Plan (AMP), an update of the Emergency Preparedness Plan (EPP) etc. to various audiences including UNICEF HQ, donors, Government of Viet Nam, and the public.

Generally, UNICEF Country Office Annual Reports (COAR) are intended to provide an analysis of performance and results against VCO's Management Plan of the year in a comprehensive, strategic and evidence-based manner. As the report will be published, they will also provide important information to UNICEF supporters and interested members of the public on the work of the Organization, pursuant to the UNICEF Disclosure Policy (CF/EXD/2010-003). In addition, the report will provide critical input to the Executive Director's Annual Report to the Executive Board on progress against the Strategic Plan (SP), donor reports and other forms of organizational reporting and accountability.

Other documents including the AMP, the update of the EPP and the final report of the Integrated Early Childhood Development (IECD) baseline survey will benefit greatly from a professional reporting consultant. He/she can provide objective and professional view to improve the report consistency, coherence and the language, under the guidance of UNICEF staff.

UNICEF Viet Nam is also planning to publish a series of documents related to children, under its project with the Ministry of Planning and Investment and with the National Assembly. These documents will be drafted by Vietnamese nationals who are not English native speakers. Thus, this consultancy is planned for improving English version of those reports.

Following the recent review of donor reports by EAP RO, there are a list of recommendations and lesson learnt to be taken into account to ensure better quality donor reports. Support from the reporting consultant will help improve quality of donor reports and staff capacity on reporting.

Justification

The production of the highest quality of the 2018 COAR, 2019 AMP, EPP, and other major reports including donor reports and publications related to children in the context of SDGs requires intensive and timely work within a very tight timeframe. Given the heavy workload and the competing priorities in the office including the last few months of 2018 and early 2019 work planning, the Viet Nam Country Office seeks a qualified individual reporting consultant to **consolidate and improve quality of the key documents following UNICEF standard template, guidance and standards for editing and developing public version of such publications.**

Purpose

This reporting consultant assignment is to consolidate, edit and improve the quality of key reports of UNICEF Viet Nam, including the 2018 Country Office Annual Report and 2019 Annual Management Plan.

Location

This assignment is expected to be conducted from home-base. One or two travels to Ha Noi may be required.

Duration

The planned duration for this assignment is from 1 November 2018 to 30 September 2019.

Objectives and tasks

During the period of November 2018 to September 2019, the selected consultant is required to provide reporting services including consolidating, editing and improving the structure and presentation of above-mentioned reports on a need basis. During December 2018 to early January 2019, the consultant is required to consolidate and develop a public version of the 2018 COAR in close consultation with UNICEF Viet Nam's sections in charge.

Key Deliverables

1. Consolidation and editing of draft texts to ensure coherence and consistency of the report. The process might entail substantive re-drafting, restructuring and synthesizing of parts of the texts.
2. Improvement by identifying inconsistencies and gaps based on the report template and suggesting changes to address them.
3. Improvement of reports by correcting spelling or grammar mistakes as well as to improved phrasing and language use in order to make the documents more reader friendly to non-expert audiences.
4. Professional advice on presentational issues (e.g. the report layouts, the use of graphs, photos, tables etc.), so that the report is well structured, well presented, and appealing to the public
5. Edited public version of the 2018 COAR and a policy note for publication.
6. Reporting services to other reports with key deliverables as 1-4 above. Concrete names of the reports will be advised later.

Expected timeline of the key deliverables

Key Deliverables	Due Date
1. A final edited Country Office Annual Report ready for submission to Headquarter.	20 January 2019 (<i>tentative – TBC</i>)
2. A final edited 2019 Annual Management Plan	15 March 2019 (<i>tentative</i>)
3. Edited and well-presented version of reports (to be identified)	30 September 2019

Management and Reporting

This consultancy is under the supervision of the Chief of Planning, Monitoring and Evaluation and under the overall guidance of the Deputy Representative. The Consultant will be expected to refer directly to relevant UNICEF staff for specific reports. The final report(s) will be reviewed by the Communication team, led by Louis Vigneault-Dubois - Communication Manager. S/he will work in close collaboration with the Programme Sections and Programme Partnerships Office.

Performance indicators for evaluation

Indicator for completion and satisfaction measurement will be based on UNICEF Viet Nam own evaluation and judgement, and not that of the Consultant. This means that deliverables will be deemed satisfactory only if said so by the Supervisor of the Consultancy. The Supervisor is required to provide timely and written feedback to the Consultant in order to avoid miscommunication. Feedback from the consultant to the Supervisor is also welcome any time.

Qualification/Specialised Knowledge and Experience

The required **skills and experience for the consultant** is as follows:

- Advanced degree in the social sciences (such as sociology, social anthropology, and development studies),
- Economics/Statistics or related fields relevant for the assignment;

- At least 5 years of research and other relevant professional experience, including in professional editing, especially for high quality publications.
- Mother-tongue level of proficiency in English and demonstrated good writing skills
- Excellent analytical and conceptual skills, and ability to process and synthesize complex information into key messages.
- Working experience for UNICEF is asset;
- Capacity to work in team and under tight deadlines
- Familiarity with Viet Nam and current national development priorities, challenges is an advantage;
- Experience with development and editing of UN and/or UNICEF fund-raising documents is an asset.
- Excellent command of English, both written and oral;

Payment Schedule linked to Deliverables

- All payments will be based on successfully completed deliverables and must be within the contract agreement.

Assessment criteria

- The ratio between the technical and the financial proposal for this task is 70:30 respectively. Only those proposals that score 50 points on the technical proposal will be shortlisted. The proposal with the highest cumulative scoring will be awarded the contract.
- Applications will be evaluated technically and points are attributed based on how well the consultant meets the requirements of the Terms of Reference using the guidelines detailed in the table below:
- When using this weighted scoring method, the award of the contract may be made to the firm whose offer has been evaluated and determined as:
 - a) responsive/compliant/acceptable, and
 - b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Technical Evaluation (70 points)	
Advanced degree in the social sciences (such as sociology, social anthropology, and development studies);	10 points
Previous experience in processing and synthesizing complex information into key messages and writing high quality publications	15 points
Previous proven experience working on economics/statistics or related field assignments	5 points
Previous proven experience in development and editing of UN and/or UNICEF fund-raising documents	25 points
Good representational and liaison skills; flexibility and willingness to take assignment at short notice, ability to meet deadlines and excellent English writing and communication skills.	15 points
Financial Evaluation (30%)	30 points

Submission of applications

- a. Technical proposal which clearly explains the outline on how to deliver the tasks and deliverables (preferably less than 5 pages);
- b. Samples of similar products;
- c. Financial proposal: All-inclusive lump-sum cost for travel; and consultancy fee per working day.

Conditions and Procedures

- All payments will be based on successfully completed deliverables and must be within the contract agreement.
- Consultants are not paid for weekends or public holidays.
- Consultants are not entitled to payment of overtime.

- 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. Signed contract copy or written agreement must be received by the office before Travel Authorization is issued.
- No consultant may travel without a signed travel authorization prior to the commencement of the journey to the duty station.
- Unless authorized, UNICEF will buy the tickets of the consultant. In some cases, the consultant may be authorized to buy their travel tickets and shall be reimbursed at the “most economical and direct route” but this must be agreed beforehand.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- 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.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.
- Consultants are provided a workstation but need to bring their own lap-top and other working tools.