

TERMS OF REFERENCE
Annual Report Writer
Individual Consultant

Duration: 15 November – 30 January 2019
Work Type: Consultancy (Home-based/onsite)

1. Background

UNICEF Office of Research - Innocenti is UNICEF's dedicated centre for conducting and sharing research and evidence on child rights, well-being and development. The office is responsible for generating high quality research and synthesis products that fill the knowledge gaps related to UNICEF's strategic priorities, strengthening UNICEF capacity to generate, share and use high quality research and evidence to deliver results for children. UNICEF Innocenti also catalyses and convenes key stakeholders to produce and share evidence that informs policy and practice on child rights and well-being. Since 2014, UNICEF Innocenti has produced an Annual Results Report each year. The Annual Results Report showcases the achievements of UNICEF Innocenti to all its stakeholders and highlights key areas in which the research work is contributing child rights, well-being and development. The report also demonstrates transparency and accountability to developing partners and stakeholders and is an important tool to raise awareness of the contribution of our research to children's well-being.

UNICEF Innocenti aims to revamp the Annual Results Report and present the results in an improved, clearer and crisper way, capturing stakeholders' interest in research done by UNICEF Innocenti, but also answering the broader question on: *'why invest in research for children?'*

2. Objective(s)

UNICEF Innocenti seeks to engage a dynamic and highly skilled individual consultant in the role of report writer to support the preparation of its 2019 Annual Results Report.

Under the supervision of the Chief of Strategy and Convening, the report writer will be responsible for drafting and finalizing the 2019 Annual Report in the given timeframe. The incumbent will consult with the Director's Office team for direction on source content and methodologies.

3. Specific activities to be completed to achieve the objectives:

The incumbent will:

- Propose and discuss report structure and format with the planning team (content presentation, best use of case studies, visual elements, etc.)
- Review background materials, including but not limited to, UNICEF style guidelines, UNICEF Innocenti's Office Management Plan, previous Annual Results Reports, 2019 Mid-Year Review report and other published research products (as necessary)
- Review team presentations provided at the 2019 Annual Review workshop to be held 19-22 November, noting information relevant for the annual report
- Corroborate gathered information through one-on-one (telephone/skype/in-person) discussions with Chiefs of Sections and teams
- Consult external sources as determined by the planning team
- Draft and edit report text – including charts and graphs, as needed – of not more than 40 pages, ensuring accuracy and currency of all content

- Consolidate other input into report annexes, to include financial information, partnerships and publications information, among others
- Finalize the Annual Results Report, integrating any feedback from UNICEF Innocenti management and ensuring accuracy, clarity and coherence.

4. Qualifications and/or special knowledge/experience required and desirable for undertaking the assignment:

Qualifications and experience:

- Advanced university degree in Communications, Journalism, Creative Writing, Public Relations, Social Sciences or a related field
- At least 5 years of relevant professional experience
- Proven experience in report writing demonstrated through at least 2 samples
- Experience in producing corporate products
- Previous experience in copy-editing will be an asset.
- Familiarity with United Nations and UNICEF report writing requirements

Competencies

- Strong research and excellent writing skills in English
- High proficiency in the use of Word and Excel applications
- Excellent organizational skills
- Ability to meet deadlines and work under pressure
- Strong interpersonal skills, able to communicate and work with diverse people

5. Duration of the consultancy:

The consultant is expected to carry out the assignment between 15 November 2019 and 30 January 2020 over 20 working days with breaks due to document review and clearance processes by UNICEF Innocenti.

6. Supervision arrangements

The individual consultant will be supervised by the Chief of Strategy and Convening and will work closely with the Director's Office team.

Travel to UNICEF Innocenti (one week) may form part of the consultancy.