**TERMS OF REFERENCE**

**Purpose of the Assignment:** LTA: Writing and Editing Services (English and Portuguese – two separate recruitment pools)

**Section Submitting: Program Coordination Unit**

**PURPOSE AND OBJECTIVE.**

Support the Country Office in report and proposal writing; preparation of presentations and concept notes; editing of documents for external and internal use.

**METHODOLOGY AND TECHNICAL APPROACH.**

Each section in UNICEF, both for its own programme deliverables and for cross sectorial areas, define a need for high quality writing, editing, layout as well as proofreading services for several products in both English and Portuguese languages. The specificities of each service will be established on case-by-case basis as per needs identified and by the section that will require the service.

The service is used upon request / needs basis.

**ACTIVITIES AND TASKS.**

**KEY RESPONSIBILITIES**

* Review; edit and ensure consistency, quality and results-focused language in key internal and external documents such as donor proposals, concept notes, reports and material drafted by UNICEF staff;
* Adapt internal and external documents to more user-friendly publications for external use such presentations for donors and partners; Regional Office and HQ; briefs about key issues affecting children and findings from reports and studies;
* Screens and cross-checks internal and external reports, situational reports, information and communication material for accuracy and consistency in the reports;
* Assists the country office in the production of monthly situation reports, donor appeals and updates related to the humanitarian assistance in the country following the standard reporting format/scheme;
* Prepares and systematically updates information material (Fact Sheets, FAQs, backgrounders, data tables), briefings, and presentations on the situation in coordination with the DR, emergency coordination and the Partnerships and external communication team.
* Develop small reports/two pages/brochure or digital briefing materials to share with donors and other audiences.

**DELIVERABLES AND PAYMENTS.**

Payments will be processed upon acceptance of the corresponding deliverable and against an invoice that will reference the contract and name of requested work. Payments will be approved by the respective section chief.

**MANAGEMENT AND SUPERVISION.**

The reporting requirements, if any, to be established on case-by-case basis.

**QUALIFICATIONS AND SPECIALIZED KNOWLEDGE.**

* Advanced university degree in social sciences, or related technical field.
* At least three years of progressively responsible work experience at the national and international levels in programme management, monitoring and evaluation, or related field.
* Experience in Writing, Editing international development documents
* Excellent writing skills in English and/or Portuguese
* Strong analytical skills.
* Knowledge of computer systems, internet navigation and various applications.
* Familiarity with UNICEF programmes and development issues.

**CONDITIONS OF WORK.**

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| --- | --- | --- | --- |
| **Items** | **Provided by UNICEF** | | **Remarks** |
| **Yes** | **No** |
| Service incurred death, injury or illness |  | X | Per the provisions of CF/IC/2013-001 on insurance coverage “in cases of service-incurred injury, illness or death under a third-party provider”. |
| Health Insurance |  | X | Consultants are to provide their own health insurance when the assignment requires traveling beyond commuting distance. |
| Office Space |  | x |  |
| Computer in office premises |  | x |  |
| Access to printer in the office premises |  | x |  |
| Airtime |  | x |  |

**IN-COUNTRY TRAVEL.**

Approved travel within Mozambique will be covered/reimbursed by UNICEF as follows:

**Option a.** Air tickets to be purchased by the consultant from approved airlines and reimbursed by UNICEF; per diem at 75% of the applicable UN Mozambique DSA rate (for the whole night spent outside the place of assignment), on a reimbursable basis; taxi/transport costs to and from the airport, on a reimbursable basis supported by the submission of original invoice/bill/receipt. All reimbursables to be included in their respective invoices.

**Option b.** Travel organized by UNICEF through a Travel Authorization per the applicable policy, with standard terminal expenses, and per diem at 75% of the applicable UN Mozambique DSA rate.

**EVALUATION CRITERIA.**

The selection of the consultants will be based on a “best value for money” principle. Interested candidates should, in addition to submitting their CV and cover letter, submit the following information:

* indicate their preference of the pool they wish to be added (Portuguese or English)
* Indicate their all-inclusive fees (including travel, subsistence costs, etc.) for the services to be provided as per specificities in the remarks below.

The office shall select the individuals to be added to the pool/s, based on a best value for money assessment. The technical evaluation criteria are stipulated below.

|  |  |  |
| --- | --- | --- |
| **Item** | **Technical Criteria/Qualifications** | **Max. Points** |
| **1** | **Education** | **20** |
| **1.1** | Advance University degree | 20 |
| **2** | **Work Experience** | **40** |
| **2.1** | Samples of previous work of writing/editing/layout | 30 |
| **2.2.** | Experience in similar assignments with UN Agencies and/or organizations | 10 |
| **3** | **Technical Skills and Knowledge** | **40** |
| **3.2** | Familiarity with UNICEF programmes and development issues; | 20 |
| **3.3** | Language skills (native) | 20 |
|  | ecblank**Total Technical Score** | **100** |
|  | **Minimum for pass to the pool** | **70** |
|  | *Only those candidates meeting the minimum technical score will be eligible for further review.* | |

**REMARKS.**

The financial proposal should cover the following aspects:

* Daily rate (USD/day)
* Estimated number of days required to conduct final edit of a 10-page UNICEF report and corresponding fee if applicable
* Estimated number of days required to develop a 10-page concept note based on technical material provided by UNICEF and corresponding fee if applicable