

# **LONG-TERM AGREEMENT FOR INDIVIDUAL CONSULTANTS**

## **TERMS OF REFERENCE**

**Title:** Long Term Agreement (LTA) for Engagement of Individual Consultants as Writers

**Duty Station:** Home based consultancy contracts

**Duration of LTA:** Two years with the possibility of extension for one more year (max. 3 years)

**Closing Date:** 30 July 2023

### **1. BACKGROUND / RATIONALE**

UNICEF is the agency of the United Nations mandated to advocate for the survival, development, protection and participation of children's rights. Guided by the Convention on the Rights of the Child, UNICEF Indonesia promotes children's rights as the standard to be followed at all levels of the society.

Advocacy for child rights requires good communication not only with counterparts or general public but also with the international community and donors. For effective communication, many of the reports, publications, studies and evaluations prepared by UNICEF need to be made available in English. Translations often require further polishing in order to meet UNICEF standards. To do that, the services of specialised English editors are required to proofread and edit its draft reports and publications before designing, printing, and submitting to donors.

The PME section requires at least two part-time editors on-call, so that another can take on and complete specific assignments, when one is otherwise engaged or when several requirements coincide in time

### **2. PURPOSE OF ASSIGNMENT**

To meet these requirements, UNICEF would like to engage the services of editors.

### **3. OBJECTIVE(S)**

UNICEF requires the services of specialized English editors to proofread and edit draft UNICEF reports and publications before sending them for designing, printing, or submitting to donors. The services will be requested upon office needs when a new report/publication or other communication materials are produced.

### **4. MAJOR TASKS TO BE ACCOMPLISHED**

Successful respondents must provide well-written and edited content for donor reports. Tasks include, but may not be limited to:

Proofread and edit donor reports:

- Review the reports and enhance linkages between sectors/chapters/sections in the reports and highlight cross-cutting issues.
- If necessary, reshape the structure of the draft reports to be in line with UNICEF standards and established guidelines, including the donor reports checklist provided by the office.
- Eliminate inconsistencies (including repetitive text) and errors, and ensure that all formatting, punctuation, spelling, and style are correct, consistent, and in a ready form for sending to partners, as per the style book and other guidelines.
- Provide an explanation for the rationale for changes made in the draft reports, as relevant.
- Suggest other improvements that contribute to smooth reading, comprehension, and legibility of the reports.
- Cross-check and update the glossary, list of abbreviations, table of contents, and list of tables and figures, as needed.

- Communicate with the PME Section and other staff responsible for the draft reports/documents as necessary to finalize the documents in the required quality.

Note that the schedule of reports and deliverables can be updated periodically in line with changing requirements and timeline of underlying grants and processes)

#### REPORTING REQUIREMENTS

- All edited reports will be sent in 2 versions: One with tracked changes and comments; and one “clean” version.

#### **Responsibilities of the Consultant:**

- The consultant will use their own equipment; laptops, microphones, software and other accessories that may be required for this task.
- The consultant will not give the content/material or any part thereof, to any third party without the written permission of UNICEF. All components will be a property of UNICEF, and the consultant will not share the same with anyone else.
- The consultant will not put their own name or logo/emblem on the content / final product. The only organization branding will be UNICEF, if required.

#### **Responsibilities of UNICEF:**

- UNICEF will provide all details pertaining to the activity and the requirements
- UNICEF will orient the consultant on UNICEF’s branding guidelines

Consultants may be required to work on Saturdays and Sundays, based on the requirements of the assignment.

### **5. DELIVERABLES AND DEADLINES**

<b>S. No.</b>	<b>Tasks for different areas</b>	<b>Deliverable</b>	<b>Specific delivery date/deadline for completion of deliverable</b>	<b>Estimated travel required for completion of deliverable</b>
1.	Editing donor reports	53 reports will be divided between 3 consultants	As and when requested by UNICEF	No travels – editors will be home based

### **6. DUTY STATION:**

Anywhere in Jakarta or abroad as projects will be completed from home.

### **7. OFFICIAL TRAVEL INVOLVED: (ITINERARY AND DURATION)**

No travel envisaged for this consultancy

### **8. ESTIMATED DURATION OF LTA**

The Long-Term Agreement will be for a duration of three years. The initial period would be for two years with an option for renewal for a subsequent year on the same rates, terms and conditions, subject to satisfactory performance evaluation and continuing need for the service.

## 9. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES

### (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

- Minimum of Bachelor's degree in Linguistics, English, Journalism, Communications, or any other fields supplemented by strong relevant professional experience.
- At least 5-7 years of practical professional work experience
- Editorial and proof-reading experience – strong foundation in professional writing, grammar and editing skills
- Experience in an international organization will be an asset
- Fluency in English, oral and written. English mother tongue desirable. Knowledge of Bahasa Indonesia an advantage
- Good judgment, initiative, high sense of responsibility and analytical skills.
- Computer skills, including internet navigation and various office applications.

#### Language:

- Fluency in oral and written English is required
- Knowledge of Bahasa Indonesia is an advantage

## 11. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

The selection of consultants for the LTA will be based on technical evaluation and financial offers in the ratio of 75:25 The criteria for technical evaluation will be as follows:

Criteria	Marks	
	Min	Max
1. Cover Letter – Explaining the motivation for applying and explaining how the qualifications and skill set of the candidate are suitable for this position.	3	5
2. Relevant educational qualifications of the candidate.	16	20
3. Relevant work experience	16	20
4. Work Samples– This includes three previously written human-interest stories/reports/advertising materials/content created/proposal as per the required assignment	25	30
<b>TOTAL TECHNICAL SCORE</b> The minimum overall qualifying score is 60. Only those candidates who meet the overall qualifying marks of 60 and score the minimum cut-off in each of the above sub-criteria, including the interview, will be considered technically responsive, and their financials will be opened.	<b>60</b>	<b>75</b>
<b>Financial Score</b> The selection of the consultant will be on the basis of technical evaluation & financial offer in the ratio of 75:25		<b>25</b>
<b>TOTAL</b>		<b>100</b>

## 12. FINANCIAL PROPOSAL: to be submitted when applying online

The application to be submitted through the online portal should contain the following attachments:

- i. A Cover letter explaining the motivation for applying and explaining how the qualifications and skillset of the candidate **(to be uploaded online)**
- ii. Curriculum Vitae (CV) **(to be uploaded online)**

- iii. Three Work Samples (**to be uploaded under “other” type of document**) – This includes three previously written human-interest stories / reports / advertising materials / content created / proposal. It is critical to submit work samples as you will observe from the advertisement that marks have been assigned to these criteria for arriving at the most suitable candidate
- iv. A financial proposal indicating professional fee. Please do not forget to specify your name in the file while saving. (**To be uploaded online under financial proposal**).

***Without all the above 4 documents your application will be considered incomplete and invalid and will not be considered further.***

Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.

- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.