**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS**

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| **Title:**  International Editor for CO End-Year Summary Narrative EYSN and CO Snapshot of UNICEF’s Work for Cambodia Children 2024-2025 | | **Funding Code:**  N/A | | **Duty Station:**  Phnom Penh, Cambodia |
| **Purpose of Activity/Assignment:**  This consultancy is focused on providing the editorial support on Cambodia country office End Year Summary Narrative (maximum length of 10 pages) and a reader friendly version of Cambodia CO’s work 2024-2025 (maximum length of 10 pages).  The main objective of this contract to ensure the edited End Year Summary Narrative content is in line with comments generated during the quality review process, UNICEF corporate guidance on end-year reporting and UNICEF style and publication guidelines; and the edited reader friendly version of CO’s work 2024-2025 is concise and straightforward for external audiences, including donors and development partners, to understand UNICEF Cambodia office work.  This opportunity seeks the service of one consultant, who will be assigned to edit the above mentioned two documents, within the given timeline. | | | | |
| **Scope of Work:**   * Edit the End-Year Summary Narrative based on quality review comments and UNICEF guidelines. * Transform the Annual Report narrative into a concise, accessible format for external stakeholders. | | | | |
| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?     YES     NO     If YES, check all that apply:    **Direct contact role** YES      NO   If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:   |  | | --- | |  |     **Child data role** YES      NO   If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):   |  | | --- | |  |   More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | | |
| **Budget year:**  2025 | **Requesting Section/Issuing Office:**  Planning, Monitoring and Reporting | | **Reasons why consultancy cannot be done by staff:**  Specialized Expertise Required in quality document editing. | |
| **Included in Annual/Rolling Workplan***:*  Yes  No, please justify: | | | | |
| **Consultant sourcing:**  National  International  Both  **Competitive Selection:**  Advertisement  Roster  Informal competitive (Low Value Contract)  **Single Source Selection:**  (Emergency - Director’s approval) | | | | |
| **Supervisor:** Yu Liu (Programme Manager) | | **Start Date:** 25 January 2025 | | **End Date:** 30 April 2025 |

| **Work Assignments Overview** | **Deliverables/ Outputs** | **Delivery deadline** | **Estimated Budget**  **(Percentage of payment)** |
| --- | --- | --- | --- |
| **RAM End-Year Summary Narrative for Cambodia country office** | Deliverable 1: 2024 Cambodia Country Office Annual Report End Year Summary Narrative report is professionally edited reflecting comments made during the EAPRO quality review process. The quality of the product should meet standards as captured in the UNICEF Style Book. The end product should be no longer than 10 pages. | 2 days in early February 2025  (Editor needs to make sure prioritizing this, among other tasks, because it’s time bound, *Deadline: Two days after receiving the report, no later than 4th February 2025* | 50% |
| **Cambodia CO’s work 2024-2025** | Deliverable 2: 2024 Cambodia Country Office Annual Report narrative is converted into a user-friendly version for external audiences, including donors and development partners, highlighting key achievements, impactful stories, and the work done by UNICEF to support children and families throughout the year. The end product should be no longer than 10 pages. | 2 days in mid-February 2025 | 50% |
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| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** | |
| Bachelors   Masters  PhD  Other  Enter Disciplines:   * Advanced university degree (communication, journalism, literature, public relations) | * 3 years of experiences in professional editing * Proven track record of editing quality documents and reports. * Strong technical skills in edition, style correction and consolidation of variety of inputs. * Familiarity with UNICEF reporting standards will be an asset; * Familiarity with the region of East Asia and Pacific and the work of the regional office and/or country office will be an asset; * Experience working with UNICEF and/or the United Nations system. * English fluency and strong oral and written communications skills; * Strong communication skills (oral and written) | |
| **Submission of applications:**   * Letter of Interest (cover letter) * CV or Resume * Performance evaluation reports or references of similar consultancy assignments (if available) * Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment. | | |
| **Evaluation Criteria (This will be used for the** [**Selection Report**](https://unicef.sharepoint.com/:x:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7B86E327DF-70C8-4D8F-AC97-D7616AC383E4%7D&file=Selection%20Report%20Template.xlsx&action=default&mobileredirect=true) **(for clarification see** [**Guidance)**](https://unicef.sharepoint.com/:w:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7BB3E3517A-8BBF-4368-90FE-7DBCD31544EA%7D&file=Guidance%20on%20Completing%20the%20Selection%20Matrix%20for%20Consultants%20and%20Individual%20Contractors.docx&action=default&mobileredirect=true)  A) Technical Evaluation (100 points; weighted score 70%)   * Academic Qualification (30 points) * Professional Experience (70 points)   B) Financial Proposal (100 points; weighted score 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 of 80 points in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.  The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview. | | |
| **Administrative details:**  Visa assistance required: No  Home Based  Office Based | | **If office based,** seating arrangement identified: No  IT and Communication equipment required: No  Email/O365 access required: No  Internet access required: No |

Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

**Text to be added to all TORs:**

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.