

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Annual Reporting Specialist	WBS : 1770/A0/05/880/003/001 Source de financement /Grant : Non Grant (GC)	<input checked="" type="checkbox"/> Consultant	Conakry

Purpose of Activity/Assignment:

The UNICEF Guinea country office is seeking the services of a qualified and experienced professional reporting consultant to support the 2023 annual reporting process. The overall objective of the assignment is to produce a high-quality annual report in conformity with 2023 COAR guidelines. The consultant is required to work remotely during the consultancy assignment period.

Scope of Work:

Under the supervision of the Deputy Representative, the consultant will be responsible for reviewing, editing, and organizing contributions submitted by Programme Sections and Operations to the 2023 Guinea country office annual report, working with the PME Section's team. These components of the report include the (a) "Assessments of progress for all active Outcomes and Outputs" and (b) the "End Year Summary Narrative". The assignment will involve therefore quality assurance for accuracy of the information presented, editing for English/French and logical flow. The assignment will also involve cross-checking information and data to ensure consistency and coherence. Specifically, the consultant will make the following editions:

1. Check for and correct redundancies, spelling, or grammar mistakes, improve the language.
2. Proofread the overall report to ensure that the content is relevant and clearly understandable to external audience and adjust where necessary.
3. Check for coherence amongst programme components throughout the document, including statistical data used.
4. Ensure full compliance with the Guidelines for the 2023 Country Office Annual Reporting.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" 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](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2023	Requesting Section/Issuing Office: Planning and M&E	Reasons why consultancy cannot be done by staff: This activity requires specific experience and familiarity with COAR guidelines. However, the Reporting Specialist position will be vacant during the report production period. The Office will therefore need support to ensure that the 2023 COAR process is compliant to the 2023 global guidelines, meet quality standards and deadlines.	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
If Extension, Justification for extension: n/a			
Supervisor: Deputy Representative, Programme	Start Date: December 21, 2023	End Date: February 5, 2024	Number of Days (working) 25

Work Assignment Overview			
Major Tasks and responsibilities:	Deliverables	Time Frame	Budget
1- Review contributions on outcome and output assessments of progress towards Country Programme Results, and provide feedback to Sections on quality, coherence, and compliance to the 2023 global guidelines.	Clean versions of RAM narrative submitted to the Deputy Representative for validation	25 th January 2024	30%
2- Consolidate, organize, and review inputs to the end-of-year Summary Narrative from all contributors, checking completeness, quality consistency and compliance to the 2023 global guidelines.	Clean and complete version of Summary Narrative submitted to the Deputy Representative for validation	26 th January 2024	50%
3- Integrate final comments from the Representative, Regional Office, final review, and final editing.	Final offline COAR for Guinea country office.	31 st January 2024	20%

<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p><u>Enter Disciplines:</u> Communication, Social Sciences, development studies, or other relevant fields.</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> ▪ At least 5 years of proven relevant experience in the field of professional English and French writing, editing of national and international development reports. ▪ Previous annual reports writing experience, particularly UNICEF reports, will be considered as an asset. ▪ Sound knowledge and skills on results-based reporting, monitoring and evaluation. ▪ Demonstrated experience in working with UNICEF would be an asset. ▪ Capacity to work under pressure and deliver quality inputs to meet deadlines. 		
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input type="checkbox"/></p> <p><i>n/a</i></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p> <p><i>n/a</i></p>		