

# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS/CONTRACTORS

<b>TITLE</b>	<b>Writing &amp; Editor Consultant</b>	
<b>Requesting Section</b>	Education & ADAP	
<b>Type of engagement</b>	Consultant	
<b>Selection method</b>	Competitive selection [advertisement]	
<b>Start/End date</b>	01-Apr-24	31-Dec-24
<b>Duration</b> <i>[up to 11.5 months without mandatory break-in-service]</i>	9 months	
<b>Duty Station</b>	remotely	
<b>Number of working days</b>	75	
<b>Terms of payment</b>	Upon completion of each deliverable according to schedule	
<b>Budget year</b>	2024	
<p><b>Purpose of Activity/Assignment:</b> The purpose of this consultancy is to undertake writing of strategic external programme documents relating to the Country Office flagship area on Better Learning &amp; Skills and the Learning Recovery initiative, as well as undertaking fact-checking and editing support for guidance notes, results frameworks and proposals under development in the UNICEF Ukraine Education and ADAP section.</p> <p>To achieve this, UNICEF is soliciting the services of a consultant with experience in writing programmatic documents, editing and fact-checking. The services are required for <b>75 days</b> spread over a <b>9 month period</b>.</p>		

Under the supervision of the Chief, Education (P5), the consultant will be responsible for writing and editing of the above mentioned documents by means of the following strategies:

- Write consolidated documents, drawing on diverse content provided by programme staff;
- Restructure and rewrite text as needed to promote clarity, continuity and internal consistency and incorporate reviewers' comments;
- Fact-check the statements for accuracy and completion of references as/when required;
- In the case of donor reports and proposals, check and ensure text is responding to the objectives in the proposal and report requirements;
- Shorten overly long sentences. Insert breaks where required to shorten paragraphs that are too long;
- Redraft incorrect or unclear passages where necessary and insert any omitted text;
- Provide accuracy and consistency in capitalization, spelling, abbreviations/acronyms, notes, bibliography, titles, graphs, and tables (including their notes and sources), as per the UNICEF Style Guidebook;
- Ensure that the organization of the work promotes forward momentum, and that the language is crisp and engaging;
- Ensure that arguments are presented in a balanced manner; that citations are included for statement/passages where required;
- Ensure that the language used is impactful; that repetitious text and jargon are eliminated; and that potential sensitivities (e.g. political, gender, culture) are flagged and ways of resolving the issue(s) proposed;
- Develop and ensure consistency in overall layout;
- Work closely with the responsible education programme staff on revisions and changes.

The responsible Education and ADAP Specialists and Officers in the Section will be responsible for the following:

1. Develop and maintain a schedule to provide timely and complete draft documents to the consultant;
2. Be available for review/inputs and closing gaps in data and related information;
3. Review the documents for factual errors and omissions and provide feedback

<b>Minimum requirements:</b>	<b>Education</b> <i>[specify disciplines]</i>	<ul style="list-style-type: none"> <li>• Master's degree</li> </ul>	An advanced university degree (master's or higher) in Journalism, mass communication, development studies, international relations, or a related field in the social sciences.
	<b>Professional experience</b> <i>[number of years, relevant to the assignment, other specifics]</i>	<ul style="list-style-type: none"> <li>• At least 10 years of working experience in external communications and document writing for a resource partner, including UN agency;</li> <li>• Good understanding of global developments in education and related sectors, including the application of the equity lens and human rights perspectives to programming;</li> <li>• Good ability to support translation of analytical findings and evidence into a cohesive narrative;</li> <li>• Excellent oral and written communication and report writing skills in English. Writing samples may be requested.</li> <li>• Experience in writing analytical reports and ability to respond to tight deadlines with good attention to detail.</li> <li>• Ability to work under pressure and meet tight deadlines without compromising quality of work.</li> <li>• Developing country work experience and/or familiarity with humanitarian programming is considered an asset.</li> </ul>	
	<b>Language</b>	<b>English</b>	<b>Advanced [C1]</b>

### Specific Deliverables

<i>No</i>	<i>Deliverable</i>	<i>Due date</i>	<i>#Of Working Days</i>
1.	Learning Recovery Framework & Implementation Guideline documents drafted and designed as per UNICEF external communication guidelines: 1.1 Learning Recovery Strategy Note (estimated @ 5 pages) 1.2 Briefing Overview (estimated @ 2 pages) 1.3 PPT overview (estimated @ 20 slides/notes page)	June 1 <sup>st</sup> 2024	25
2.	“Better Learning & Skills” UNICEF Flagship Strategic Documents drafted and designed as per UNICEF external communication guidelines: 2.1 Strategy Note (estimated @ 5 pages) 2.2 Briefing Overview (estimated @ 2 pages) 2.3 PPT Overview (estimated @ 20 slides/notes page)	August 31 <sup>st</sup> 2024	25
3.	Final Grant Report for GPE Multiplier Fund	September 15 <sup>th</sup> 2024	3
4.	Final Grant Report for ECHO Education in Emergency Response	September 30 <sup>th</sup> 2024	3
5	UNICEF Ukraine Early Childhood Education Framework	October 31 <sup>st</sup> 2024	5
6	Final Grant Reports for FPI Restoration of Education Services	October 31 <sup>st</sup> 2024	4
7	Resource Mobilisation document on the UNICEF Ukraine Learning Programme (2025-29)	December 31 <sup>st</sup> 2024	10
<b>Sub Total</b>			<b>75</b>

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.

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.