

**United Nations Children's Fund (UNICEF)- Viet Nam**  
**Terms of Reference**  
**Individual Consultancy**

<b>Title</b>	Communication Consultant for editing and proof reading
<b>Purpose</b>	To provide quality editing and proof reading services
<b>Location</b>	Ha Noi, Viet Nam
<b>Duration</b>	25 October, 2018 - 15 April, 2019 (115 working days)
<b>Start Date</b>	25 October, 2018
<b>Reporting to</b>	Chief of Communication and Advocacy
<b>WBS/PBA</b>	5200/A0/05/884/003/001 (different funding sources)
<b>Funding Expiry Date</b>	
<b>Project and activity codes</b>	4.3 Comms & Public Advocacy – COMS/Public Advocacy Campaign
<b>General Ledger number</b>	7030110

### Background

Viet Nam, as a lower middle income country since 2010, is at critical juncture in its development journey, especially under the new Sustainable Development Goals (SDGs) to ensure that the country's nearly 26 million children benefit equally from economic prosperity. UNICEF in Viet Nam is implementing a new country programme for the period 2017-2021. The programme supports the achievement of selected priorities under the Socio-Economic Development Plans is aligned to UNICEF Strategic Plan 2014-2017 with equity as the fundamental principle. Social policies and social protection serve as an overarching umbrella for its strategic intent.

In order to meet the objectives set out in the country programme, UNICEF Viet Nam Office develops technical documents, publications, tools and communication material that require editing and proof reading in English language in order to meet the highest quality standards. Audiences include local decision makers, key influencers, partners, the general public, as well as the international community, international media, and other stakeholders abroad.

To meet such needs, having highly qualified professional English speakers of native level proficiency to provide regular services is critical.

### Justification

UNICEF Viet Nam is requesting the service of professional editor/copy writers to provide quality editing and proof reading services. The Contractors shall ensure effective and efficient provision of services, while maintaining full confidentiality in all aspects of assignment, management of information and follow up on deadlines and commitments.

### Scope of Work

The work will include a revision of the draft texts with tables and figures to achieve an optimal flow of information and presentation of the key information. The editing process might entail substantive re-drafting and synthesizing of parts of the existing text to check for and correct repetition and spelling or grammar mistakes as well as to improve phrasing and language use in order to make the documents more reader friendly to non-expert audiences.

For this task, the Consultant is expected to refer directly to relevant UNICEF staff to ensure validity of statements. Graphic design and layout of the documents is not included in the tasks of this consultancy.

### Location

Ha Noi, Viet Nam

### Objectives/ tasks

- Edit, proof-read, restructure, and rewrite as required materials ranging from complex publications to substantive technical documents.
- Produce reader-friendly, jargon-free products appropriate for varied audiences.
- Ensure clarity, consistency and readability of the text for wide range of audiences.
- Make necessary revisions according to UNICEF Stylebook (will be provided) and UNICEF publications guidelines.
- Correct spelling errors and grammar mistakes.
- Ensure a consistent style and format throughout the document.
- Maintain the authors' writing style to the extent practical.
- Eliminate repetition, redundancies and inconsistencies.
- Ensure appropriate positioning and numbering of boxes, figures and tables.
- Use consistent font(s) – as relevant to headings and text and as per UNICEF stylebook and publication guidelines.
- Ensure all footnotes, sources, references are complete and consistent.
- Thorough review of annexes (people consulted, bibliography, etc.) to highlight incomplete areas along with consistency in presentation as per UNICEF publication guidelines.
- Prepare a complete table of Contents and Acronym List per document.
- Proof read designed layout files to ensure a complete print ready file.
- Produce final version ready to be formatted and uploaded for multiple platforms including print, website and social media.

### Methodology and Expected deliverables and timeline

Tasks and deliverables will be communicated to the Consultant with clear and realistic deadlines for submission.

### Estimated budget and funding information

- The individual consultant contract will begin on 25 October 2018 and will end on 15 April 2019 for an estimated total of 115 working days. The Consultant will be expected to work on different deliverables simultaneously during the contract period.
- The fee will be made based on financial offer.

### Management and Reporting

The consultant will be supervised by the Chief of Communication and Advocacy and will work closely with other relevant UNICEF staff.

### Performance indicators for evaluation

Timeliness and quality of final edited and revised text will be assessed after each assignment taking into consideration the complexity of the task and other contributing factors.

### Qualification/Specialised Knowledge and Experience

#### Qualifications and Experience

- Advanced Degree Education completed in English in the field of Communication, Linguistic, Literature, or any other field relevant to UNICEF work
- At least 5 years of experience in communication and editing.
- Prior experience with the United Nations or other development partners is an asset
- Familiarity with UNICEF's style and UN editorial manual is desirable

#### Knowledge and Skills

- Ability to synthesize complex documents into key messages.
- Ability to work with MS Word, PowerPoint or Excel files, as required.

#### Competencies

- Capacity to work in team and under tight deadlines

#### Languages

- Mother-tongue level of proficiency in English and demonstrated good writing skills

### Payment Schedule linked to Deliverables

<b><i>Deliverables</i></b>	<b><i>Payment Schedule (including travel/misc. costs) be directly linked with satisfactory deliverables</i></b>
1 <sup>st</sup> payment (15 November 2018)	Actual work
2 <sup>nd</sup> payment (15 December 2018)	Actual work
3 <sup>rd</sup> payment (15 January 2018)	Actual work
4 <sup>th</sup> payment (15 February 2018)	Actual work
5 <sup>th</sup> payment (15 March 2018)	Actual work
6 <sup>th</sup> payment (5 April 2018)	Actual work

Payment will be made in on a monthly basis within a maximum of 30 days after completion of assignments and submission of final invoice for the actual work completed during that period, subject to satisfactory performance.

### Assessment criteria

A two-stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared.

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

#### a) Technical Qualification (max. 100 points) weight 80%

- Advanced Degree Education completed in English in the field of Communication, Linguistic, Literature, or any other field relevant to UNICEF work (20 points)

- Fluency in English language with native speaker proficiency level (30 points)
- Experience in writing, editing, proof reading (20 points)
- Quality of past work (e.g. Ability to summarize complex information into simple language, Text free of typos, language and grammar mistakes) (30 points)

b) Financial Proposal (max. 100 points) weight 20%

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 70 points score 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 if needed.

### Submission of applications

Interested candidates are kindly requested to apply and upload the following documents to the assigned requisition in UNICEF Vacancies: <http://www.unicef.org/about/employ/>

- a. Letter of interest and confirmation of availability;
- b. Technical proposal which clearly explains the outline on how to deliver the tasks and deliverables (preferably less than ... pages);
- c. Performance evaluation reports or references of similar consultancy assignments (if available)
- d. Financial proposal: All-inclusive lump-sum cost including consultancy fee, travel and accommodation cost for this assignment as per work assignment.
- e. CV/P11 form ([\*UN Personal History Form\*](#))

### General Conditions: Procedures and Logistics

The following general conditions shall apply:

- The Consultant will work on a home-based basis and will be visiting UNICEF office premises in Hanoi on a regular basis to exchange face-to-face with UNICEF staff or by using Skype and other modes of communication.
- The Consultant will have to supply his/her own computer to work
- The Consultant is not expected to travel outside of Hanoi during this assignment.
- The consultant will be paid on daily rate and is not entitled to any payments during days off and sick leave.

### Policy both parties should be aware of:

- Under the consultancy agreements, a month is defined as 22 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- For international consultants outside the duty station, signed contracts must be sent by fax or email.

- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign (1) the Health statement, (2) Certificate of Good Standing for Consultants/Individual Contractor prior to taking up the assignment, and a copy of appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.

Please consult with HR on entitlements if you have any queries.

Review and Clearance

<p><b>Prepared by:</b></p> <p><i>Name:</i></p> <p><i>Title:</i></p> <p>Signature: _____</p> <p>Date: ____/____/____</p>	<p><b>Endorsed by:</b></p> <p><i>Name:</i> <b>Louis Vigneault-Dubois</b></p> <p><i>Title:</i> Chief of Communication and Advocacy</p> <p>Signature: _____</p> <p>Date: ____/____/____</p>
<p><b>Authorized by:</b></p>     <p>Signature: _____</p> <p>Date: ____/____/____</p> <p><i>*ToR authorised by Deputy Representative (if Programme) or by Chief of Operations (if Operations)</i></p>	