

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Annual Reporting Consultant	WBS : 1770/A0/05/880/003/001 Source de financement /Grant : Non Grant (GC)	<input checked="" type="checkbox"/> Consultant / Home Based <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	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 2022 annual reporting process. The overall objective of the assignment is to produce a high-quality annual report in conformity with 2022 UNICEF 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 2022 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 2022 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: 2022	Requesting Section/Issuing Office: Planning and M&E	Reasons why consultancy cannot be done by staff: This activity requires specific experience and familiarity with guidelines and specific COAR reporting norms. In addition, the PME Chief of Section is currently acting as OIC Deputy Representative, and besides usual tasks the section must coordinate the 2022 Country Office audit happening between November and December. Therefore, the office needs support to ensure that the 2022 COAR process will be compliant to the 2022 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 15, 2022	End Date: February 10, 2023	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 Programme/Operations sections on quality, coherence, and compliance to the 2022 global guidelines.	Clean versions of RAM narrative submitted to the Deputy Representative for validation	25 th January 2023	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 2022 global guidelines.	Clean and complete version of Summary Narrative submitted to the Deputy Representative for validation	20 th January 2023	50%
3- Integrate final comments from Representative /Deputy Representative, Regional Office, final review, and final editing.	Final offline COAR for Guinea country office.	26 th January 2023	20%

Estimated Consultancy fee			
Travel International (if applicable)	n/a		0
Travel Local (please include travel plan)	n/a		0
DSA (if applicable)	n/a		0
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other <u>Enter Disciplines:</u> Communication, Social Sciences, development studies, or other relevant fields.	Knowledge/Expertise/Skills required: <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 report writing experience, particularly UNICEF reports, will be considered as an asset. ▪ Experience or a working knowledge of UNICEF’s work. ▪ 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. 		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/> <i>n/a</i>	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/> <i>n/a</i>		

ⁱ 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.