**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS**

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| **PART I**  |
| Title of Assignment | Editors (Four Consultancies) |
| Section | Programme Planning and Monitoring (PPM)  |
| Location | Remote/home based |
| Duration | On a needs-basis during a 11.5 months period **On a needs-basis for up to 50 days for each editor (non-consecutive number of days)** |
| Start date | **From:** 1 November 2020 | **To:** 15 October 2021 |

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| **Part II** *(this information is for INTERNAL use only; shall not be shared with prospective candidates)* |
| Supervisor | Rajesh Patnaik, Planning Specialist, UNICEF Eastern and Southern Africa Regional Office (ESARO) |
| Planned Budget/Estimated Cost of assignment |  |
| Estimated level of functions of the assignment |  |
| Budget Code | GI-NON GRANT (RR) and ORR |
| AWP Activity | 240R/A0/10/880/006/004 |
| Proposed assignment is included in the approved ESARO Consultant Plan | Yes  |  |
| Proposed methodology for sourcing of qualified candidates | External advertisement (global)  |

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| **PART III: Signatures** |
| **Function** | **Name** | **Signature** | **Date**  |
| Prepared by  | Rajesh PatnaikPlanning Specialist ESARO |  |  |
| Reviewed by  | Jill OsbornRegional Chief of HRESARO |  |  |
| Approved by  | Yumi BaeRegional Chief, PPMESARO |  |  |

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| **PART I**  |
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| Section | Programme Planning and Monitoring (PPM)  |
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**Background and Justification**

UNICEF ESARO is seeking to obtain long-term consulting services from qualified individual consultant(s) to provide editorial support for the Regional Office. The tasks involve specialised skills in copy editing and proofreading for specific documents based on UNICEF writing styles and guidelines.

The documents are produced by ESARO and will be used for diverse audiences, including UNICEF staff in the region, governments, policy-makers, developmental partners, NGOs, universities, schools, children and the public at large in order to inform, mobilize and advocate for the rights of children in the Eastern and Southern Africa region.

This consultancy is within the context of the ESARO Programme Planning and Monitoring (PPM) section’s rolling workplans (2020-2021) deliverable on ensuring that all ESARO documents are edited, quality assured and submitted on time.

**Objectives and Scope of Work**

***Goal and Objective*:** The purpose is for the consultant(s) to assist UNICEF ESARO in the editing of internal and external documents in accordance with UNICEF writing style guidelines.

On a needs-basis, the consultant(s) will be called upon to support ESARO in writing and/or substantive editing (proof reading and copy editing) of key internal and external documents, assuring the highest quality as per UNICEF writing guidelines. This includes reviewing for grammar, spelling, redundancy, formatting, consistency, as well as revising content and reorganizing material, including occasional re-writing.

The documents edited by the consultant(s) will result in the production of information packaged and adapted for various audiences, both internal and external, covering studies, research papers, donor reports and key internal meeting reports.

1. ***Provide details/reference to AWP areas covered:***

240R/A0/10/880/006/004, Work planning, review and reporting

1. ***Activities and tasks:***
2. Perform substantive editing and writing by:
* Ensuring consistent style of writing and tone throughout the document.
* When appropriate, restructuring, consolidating and/or re-writing sections of the document to ensure logical flow and clarity in messages.
* Correcting spelling, punctuation, grammar and syntax mistakes, eliminating repetition and ensuring concise writing.
* Ensuring any graphics such as tables or figures are clear.
* Checking the table of content against the document.
* Checking the acronym list against the acronyms used in the document.
* Editing footnotes, references and bibliography for completeness and consistency of style.
* When required, consolidating and producing a write-up based on content inputs and data provided by ESARO.
1. Provide rapporteur support at key events:
* Ensuring accurate note-taking, including capturing of discussions and action points.
* Producing summary reports of events.
1. ***Work relationships:***

For each assignment, ESARO and the consultant will agree on the scope, timelines and cost for reviewing, editing or writing and finalizing documents.

The consultant will work independently and will be home based.

The interaction between ESARO and the consultant will be by email/skpe or phone calls as appropriate. The consultant is expected to respond within 24 hours or less to requests from ESARO. The availability and willingness to take up an assignment on short notice is important.

The consultant will report to the Planning Specialist in PPM section and could interact with other ESARO sections depending on the reports.

1. ***Deliverables and Timelines:***

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| **Indicative Deliverables** | **Timeline/Deadline** | **Estimated number of days** |
| Regional Office Annual Review Meeting Report  | December 2020 | 3-4 days |
| Country Office Annual Report review feedback letters (21 COs – 2 pages each)  | February 2021 | 4-5 days  |
| Two Regional Management Team meeting reports including side meeting minutes and relevant documents  | April and October 2021 | 3-4 days per meeting report |
| Regional Deputy Representatives and Operations staff network meeting report  | June 2021  | 2-3 days  |
| Regional Office Mid-Year Review Meeting Report  | July 2021 | 2-3 days  |
| Six Thematic humanitarian and non-humanitarian donor reports (Estimated 25 pages each) | March 2021 | 3-4 days per donor report |
| Five (estimated) public sector, NatCom and UN Agencies donor reports (estimated 15 pages each) | November 2020 to October 2021 | 2-3 days per donor report |
| 20 (estimated) programme documents (papers, meetings reports, research papers, case studies etc - estimated 25 pages each) | November 2020 to October 2021 | 3-4 days per programme document |
| Five (estimated) Draft Country Programme Documents or Programme Strategy Notes (estimated 15 pages each)  | November 2020 to October 2021 | 2-3 days per programme document |
| 10 (estimated) Country Programme Evaluation Reports and other evaluation reports at the regional level (estimated 25 pages each) | November 2020 to October 2021 | 4-5 days per evaluation report |

***Additional guidance:***

All edited documents should be in line with the UNICEF Style Guide, as well as the ESARO branding templates (when available).

All assignments should be submitted electronically by the specified deadline to ESARO. The consultant should provide track changes and comments directly in the document. It is expected that for finalizing one report, at least 1-2 iterations are made by consultant based on ESARO feedback during a 1-2-week period until the report is finalized.

The final report will be cleared by the PPM section. Payment is upon satisfactory completion of deliverables agreed between ESARO and the consultant.

**Payment Schedule**

Payments will be based on timely and quality deliverables cleared by PPM section tobe invoiced on a monthly basis.

As per UNICEF Division of Finance, Administration and Management (DFAM) policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary.

**Desired competencies, technical background and experience**

* Education: Advanced degree in the area of communication and similar field.
* At least eight (8) years of progressively responsible relevant work experience in writing/editing of reports and publications.
* Knowledge and capacity to provide high quality reports in line with UNICEF writing style and reporting guidelines.
* Fluency in English is required. Knowledge of other languages used officially in countries of the region an asset (especially French and Portuguese).
* Experience in branding and layout an added advantage.
* Availability and willingness to take up assignments on short notice.
* Good knowledge of development and programme issues, especially with children’ issues and UNICEF’s work.
* Geographic knowledge of Eastern and Southern Africa region is highly desired.

**Administrative issues**

The consultant should perform the work using his/her own resources (e.g. computer, internet connection) and UNICEF will not provide working space.

The work will be performed remotely/home-based.

**Conditions**

The candidate selected will be governed by, and subject to, UNICEF’s General Terms and Conditions for individual contracts. The work can be performed remotely/home-based. All products and data developed and collected for this agreement are the intellectual property of UNICEF. The consultant may not publish or disseminate the final report, or any other document produced from this work without the express permission and acknowledgement of UNICEF.

**Risks**

Risks include poor quality of internal and particularly external documents and/or late submission of documents, which could have potential reputational risks for UNICEF ESARO. Mitigation measures include ensuring the UNICEF guidelines on writing and branding as well as ESARO branded templates are used by consultant.

**How to Apply**

Qualified candidates are requested to submit the following documents:

* Expression of interest/motivation letter
* UN P11 Form and Curriculum Vitae
* Quoted daily fees in US$
* Sample of written work
* Confirmed availability (in writing) to start 1 November 2020 and be available for editing assignments on short notice.

Incomplete applications will not be considered.