

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Eastern Europe and Central Asia Regional Office (EECARO)
Purpose of consultancy:	<p>The purpose of this consultancy is editing, proofreading, and project-management of long-form publications developed by UNFPA EECARO.</p> <p>Background: The EECA Regional Office regularly develops strategy and guidance documents under the themes of its regional programme. In order to have these documents published on the EECA webpage and for external dissemination, the documents need to be professionally edited and proofread. In addition to editing and proofreading, there is a strong need for a “coordination” or project management role, in order to liaise between all necessary parties from initial edits through document completion.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p><u>Purpose</u> The aims of this retainer contract is to:</p> <ul style="list-style-type: none"> • Serve as liaison between writers, regional office colleagues, and designers to take documents from initial draft through to publication. • Edit and proofread documents for the EECARO. <p><u>Duties and Responsibilities</u></p> <ul style="list-style-type: none"> • Edit and proofread first drafts from writers. Liaise between writers and technical leads and, when necessary, facilitate agreement on edits. • The consultant will work to ensure the quality of text (structure, coherence of content, syntax, style and presentation) and will be responsible for editing documents with a view to ensure clarity and narrative continuity, internal consistency (adherence to UN house style), general readability and accessibility. • While UNFPA will provide a list of UN terminology (on gender, disability, HIV, etc), the consultant will be asked to compile a glossary of most frequently used words • Work with programme staff and appropriate RO colleagues to send final, approved MSWord and Excel documents to the designer/design company. • Review first and subsequent drafts from designers, compare the designed version to submission to ensure no errors have been introduced. • Secure sign-offs from necessary technical leads at all stages of the project. • Ensure documents are produced in the required format (print and/or digital) and published to the EECARO website, as needed. Supply short blurb descriptions of the publications to use on the website. <p><u>Expected Outputs and Results</u></p> <ul style="list-style-type: none"> • Edited, proofread and final designed print and/or digital-ready versions of EECARO flagship publications, as necessary.
Duration and working schedule:	The retainer contract will start on 1 February 2023 and remain into force until 15 December 2023. The consultant will be engaged on an ‘as needed’ basis for a total number of work days not to exceed 104 during the duration of the contract, where 1 work day would be approximated to 8 hours of work.
Place where services are to be delivered:	Home based
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The outputs will be submitted, edited and proofread, to be ready for print (electronically in MS Word format and excel, as applicable). Final products will be professionally laid-out and in PDF format.

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The work of the Contractor at all stages will be monitored by the UNFPA EECARO Communications Specialist
Supervisory arrangements:	This consultancy is administered from the UNFPA Regional Office for Eastern Europe and Central Asia. The consultancy will be done in close consultation, supervision of and reporting to the EECARO communications team.
Expected travel:	No travel is expected
Required expertise, qualifications and competencies, including language requirements:	<p><u>Education</u></p> <ul style="list-style-type: none"> • Master's degree in communication studies, journalism, social sciences or a related arts and humanities field (Bachelors with 2 additional years of relevant experience can be considered as a substitute to masters); • Additional training/certification in proofreading and editorial writing is an asset. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • Proven professional experience of at least 5 years of experience in editing and proofreading. • Familiarity with terminology relating to sexual and reproductive health, gender equality and population issues. • Demonstrable project management and coordination skills is considered an asset <p><u>Language Skills:</u></p> <ul style="list-style-type: none"> • Native-level English is essential. • Ability to proofread changes and edits in Russian. <p><u>Other:</u></p> <ul style="list-style-type: none"> • Excellent interpersonal skills and flexible attitude.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA will provide a list of available existing terms used by the UN and related guidelines (for example the guidelines on disability inclusive language, terminology on gender, etc.)
Other relevant information or special conditions, if any:	<p>Consultant might be engaged by multiple business units/COs under this contract for a maximum of 104 work days (cumulatively).</p> <p>Payment will be made in instalments using the daily fee rate and will be based on the actual number of work days completed for each specific assignment.</p> <p>Each payment is subject to timely submission and acceptance by UNFPA EECARO of the respective deliverables in the required quality.</p> <p>The Chart of Accounts (COAs) to be charged will be provided by the business units/COs utilizing the services for each individual assignment under this contract.</p>