



INDIVIDUAL CONSULTANT FOR EDITING THE COSTED IMPLEMENTATION PLAN FOR FAMILY PLANNING

1.0. Background:

The purpose of this assignment is to provide professional expertise in proof reading and editing Costed Implementation Plans (CIP) for Family Planning (FP) for 12 (twelve) districts of **Kotido, Moroto, Abim, Kaabong, Napak, Nakapiripirit, Amudat (Karamoja region), Lamwo, Kiryadongo, Yumbe, Moyo, and Adjumani** (Humanitarian districts).

2.0. Tasks and Responsibilities:

Description of Services:

Proof read and Edit 12 District specific FP-CIP reports

Activities:

- Review, edit and proof-read the 12 District specific FP-CIPs
- Edit and finalise draft to ensure grammatical accuracy, factual accuracy, consistent and logical formatting, coherence etc.
- Ensure that all content is free of spelling mistakes, and professionally and logically presented; remove redundant content.
- Review, verify and edit to ensure use of gender and cultural sensitive language throughout the documents.

3.0. Qualification and Expertise:

Bachelor Degree in Journalism, Mass Communications, Literature and English Language or related field.

Experience:

- At least 5 years' experience in print media or editorial related work.
- Should demonstrated ability to write, edit or proof read reports for various audiences with portfolio that includes donor reports and other documents.

Competencies:

- Fluency in English is a must
- Solid editorial skills with demonstrated ability for logical and analytical writing and editing
- Ability to synthesize complex documents into key messages.

- Experience with editing and proofreading UN documents and familiarity with UN style desirable.
- Ability to work in a fast paced environment and produce quality work in a short time, within deadlines and under pressure
- Ability to work independently

4.0. Deliverables

The edited copies of the 12 FP –CIPs delivered to UNFPA in electronic copies

5.0. Contract duration:

The duration of the assignment will be 24 days continuously. The Consultant expected to give this assignment 100% time with no break in between in order to meet the tight deadlines.

6.0. Monitoring and progress control:

The Consultant will be working directly with Programme Analyst Family Planning but in consultation with the Communications and RISE management team. The performance of the Consultant will be assessed according to the stipulated roles and responsibilities with the respective deliverables stipulated above.

7.0. Terms and conditions of payment

The consultant paid upon successful completion of the assignment - copies of the 12 FP –CIPs delivered and approved by supervisor.

8.0. Additional Information

- UNFPA will only respond to those applicants in whom the Country Office has further interest.
- UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.
- UNFPA is committed to maintain balanced gender distribution of the positions and therefore encourage women to apply.
- **Deadline for applications: Monday, November 5th 2018.**
IMPORTANT: There are NO application processing or other fees at any stage of UNFPA application processes.
- Interested applicants should first register on the UNFPA Consultancy Roster through [this link](#) and apply to the “job post” called UNFPA Consultant Roster. After registering on the Roster, Click ‘Apply Now’. In case you have applied for UNFPA eRecruitment Jobs before, directly click ‘Apply Now’.
- After application, kindly send a confirmation email to komugisha@unfpa.org

- UNFPA reports – If the applicant has worked for UNFPA in the past, he/she may submit their most recent assessment, consultancy report or other document to illustrate his/work. The document may be copy-pasted it into this space. This space is limited so please take note of the sizes of the work.

Terms of Reference: Individual Consultant to Edit Costed Implementation Plan for Family Planning