

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE EDITING SRH/FP DOCUMENTS	
Hiring Office:	Uganda Country Office
Purpose of Consultancy:	Professional Editing of the following documents: 1. Costed Implementation Plans for CIPs – 8 documents 2. FP Financing Strategy for SRH Services
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The purpose of this assignment is to provide professional expertise in proof reading and editing Costed Implementation Plans (CIP) for Family Planning (FP) for 8 (Eight) districts of: Arua, Koboko, Kyegegwa, Kikuube, Nabilatuk, Kamwenge, Bundibugyo, and Isigiro; and FP Financing Strategy for SRH Services</p> <p>Tasks and Responsibilities:</p> <ul style="list-style-type: none"> • Review, edit and proof-read the 8 District specific FP-CIPs documents and the Family Planning Financing strategy for SRH Services. • 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. • The editing process will include a revision of the current text with tables and figures to achieve an optimal flow of information and presentation of the findings. • The editing process might also entail substantive re-drafting and synthesizing of parts of the existing text to make the report/document more readable and understandable to non-expert audiences. For this task, in addition to consulting the thematic area UNFPA focal point, the consultant is expected to refer directly to the external author to ensure validity of statements.
Duration and working schedule:	The duration of the assignment will be 25 working days continuously. The Consultant is expected to give this assignment 100% time with no break in between in order to meet the tight deadlines.
Place where services are to be delivered:	UNFPA Uganda Country Office
Delivery dates and how work will be delivered (<i>e.g.</i> electronic, hard copy etc.):	Submission of electronic copies of documents and content created on an ongoing basis as completed. All materials to be submitted electronically by end of contract, including uncompleted items.

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The Consultant will be working directly with Programme Specialist 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.
Supervisory arrangements:	Programme Specialist FP; and Programme Specialist M&E
Expected travel:	None
Required expertise, qualifications and competencies, including language requirements:	<p>Qualification and Expertise: Bachelor’s Degree in Journalism, Mass Communications, Literature and English Language or related field.</p> <p>Competencies:</p> <ul style="list-style-type: none"> • 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 <p>Experience:</p> <ul style="list-style-type: none"> • At least 5 years’ experience in print media or editorial related work. • Demonstrated ability to write, edit or proof read reports for various audiences with portfolio that includes donor reports and other documents.
Inputs / services to be provided by UNFPA or implementing partner (e.g: support services, office space, equipment), if applicable:	Work will be conducted at the consultant’s office with periodic visits to the UNFPA Country Office as and when need arises.
Other relevant information or special conditions, if any:	<p>Terms and conditions of payment</p> <p>The consultant will be paid upon successful completion of the assignment – soft copies of the 8 FP –CIPs and FP Financing Strategy for SRH Services delivered and approved by supervisor(s).</p> <p>Additional Information</p> <ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none">• UNFPA is committed to maintain balanced gender distribution of the positions and therefore encourage women to apply.
Application deadline and how to apply:	Opening date: 1 st April 2020 Closing date: 7 th April 2010 All applications should be sent by email to: nakibira@unfpa.org , copying alfeu@unfpa.org .