

## **Terms of Reference TOR**

0072849 – 770 (30663)

### **INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

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**Job title: 0072849 – 2016 Consultant Researcher/Writer/copy - editor**

**Duty station: UNV headquarters, Bonn, Germany**

**Starting date: 1 July 2015, or earlier**

**Application Deadline: 16 June 2016**

**Duration of initial contract: 4 months**

**Expected duration of the assignment: 4 months**

**Project name: Production UNV publications for new brand roll-out and UNV Partnerships Forum**

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#### **1. BACKGROUND**

The United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism worldwide. We work with partners to integrate qualified, highly motivated and well supported UN Volunteers into development programming and promote the value and global recognition of volunteerism.

UNV is active in around 130 countries every year. With Field Presences in over 80 countries, UNV is represented worldwide. UNV is administered by the United Nations Development Programme (UNDP) and reports to the UNDP Executive Board,"

UNV is headquartered in Bonn, Germany and has approximately 150 staff positions- with the majority in Bonn and some positions with different peacekeeping and political missions, and in other headquarters locations (e.g. New York and Tokyo).

The Communications Section focuses on clear and effective messaging to increase the visibility and impact of UNV. It documents the status of volunteerism and its contribution to development, raises awareness of volunteerism and its contribution to development among UNV stakeholders, encourages support of volunteerism for development, including observation of IVD, and produces and promotes materials (websites, annual reports, videos, etc.) to highlight UNV's support for volunteerism for development and its contribution to partners' development and programming objectives.

The Researcher/Writer/ copy-editor will create and edit publications for the preparation for the roll-out of the new brand and the UNV Partnership Forum.

She/He will report to the Communications and Partnerships Specialist, Communications Section, who is the publications coordinator and manages all off-line communications assets.

## 2. Description of Responsibilities (scope of the work)

1. For brand launch publications - research UNV projects/activities for updating publications, using project documents, mid-term and mission reports, evaluations, project fact sheets and country strategic profiles.

**Due date: 1 July 2015**

2. Draft text of original documents needed for the UNV Partnership Forum
  - Ensure coverage of the development context, key objectives of the engagement, activities, results, also indicating the magnitude of the activity and its lasting impact (based on partners, budget, duration, UN Volunteers, other volunteers, engaged communities etc)
  - Consult on the final selection of countries/projects/UN Volunteers with Communications Section and business owners in-house, then draft text/ copy-edit.

**Due date: 30 October 2016, or earlier**

## 3. Competencies

The Offeror or the staff provided by the Offeror must demonstrate:

- Track record of achievement and delivery with similar high-quality and efficient research and writing jobs
- Ability to work efficiently and effectively under pressure
- Time management and strict adherence to deadlines
- Experience in the United Nations, or as a UN Volunteer, an asset

## 4. Qualifications

### Education:

The successful offerer must

- Hold a Master degree in journalism, communications, development or equivalent

### Experience:

- Demonstrate good analytical, communication and consolidation skills
- Have a minimum of 7 years experience as a researcher or writer
- Demonstrate sound knowledge, inter alia, of international relations, the current sustainable development discourse, the MDGs and the post-2015 agenda; knowledge and experience of volunteerism in its diverse manifestations and cultural settings would be an advantage
- Have strong word processing and good design software skills.

### Language requirement:

- Have excellent research and writing/editing skills in English as mother tongue; French, Spanish, Arabic fluency an asset.

## 5. Application procedure:

Applicants have to provide a technical and financial proposal.

The technical proposal shall describe the methodology and the approach how to fulfill the required deliverables as well as outline the major components of its implementation.

The financial proposal shall consist of all-inclusive lump sum for the whole duration of the contract period, which shall include the consultancy fee, costs of living, costs for insurance, and cost of travel to and from the duty station. The financial proposal shall contain a breakdown of these costs and indicate the number of off-days the consultant wants to take during the contract period (if any).

The lump sum/contract price is fixed regardless of subsequent changes in the cost components.

### Criteria for Selection of the Best offer:

The selection of the best offer will be based on the combined scoring method – where the qualifications and methodology will be weighted – 70% , and combined with the price offer which will be weighted 30%.

Key selection criteria are

- Approach and working experience in the field of research (25%)
- Proven analytical skills (20%)
- Experience in results-based reporting (30%)
- Expertise in creative journalistic writing (25%)

Qualified candidates are requested to apply online via the UNDP website ref no. 30663. Interested candidates are advised to carefully review this TOR and ensure that they meet the requirements and qualifications described above.

Applications should contain:

A brief cover letter, a short summary of relevant qualifications and a technical proposal. Please paste the letter into the "Resume and Motivation" section of the electronic application. A current completed and signed P11 form/ UN Personal History Form in English. Blank form can be downloaded from

[www.sas.undp.org/documents/p11\\_personal\\_history\\_form.doc](http://www.sas.undp.org/documents/p11_personal_history_form.doc)

Please also include your CV and submit at least two research and writing sample(s) as well as contact details for three references. Incomplete applications will not be considered. Please make sure you provide all requested materials. All documents should be scanned and attached in one pdf format document.

**Financial proposal** should be sent in a separate e-mail and addressed to : [procurement@unv.org](mailto:procurement@unv.org) clearly marking the job title in the subject line.

Qualified women and members of social minorities are encouraged to apply. Due to the large number of applications we receive, we are only able to inform the successful candidates about the outcome or status of the selection process.