

Terms of Reference

(Professional Service – English Editor)

Title of Consultancy: English editor for reports of UNDP's Access to Justice Mapping and Informal Justice Systems Study
Type of Contract : Individual Contract
Location : Home-based
Supervisor : Programme Specialist, Rule of Law Output, Democratic Governance Pillar

Background

UNDP's work in democratic governance supports policy and governance changes based on evidence from grass-roots level experiences along with international standards and comparative experiences. With the support of government counterparts, UNDP has carried out an access to justice mapping and informal justice systems study in Rakhine, Kachin, Shan and Yangon from November 2015 to June 2016.

The main objectives of the research are to identify challenges and opportunities for promoting access to justice and to have a better understanding people's perception of justice and priority needs. Moreover, it has a focus on looking at informal justice mechanisms in the communities that people avail themselves of, including how these non-formal systems operate (including any interface with the formal system), how people navigate them, and when people turn to them.

The study seeks to answer the following key questions:

1. *How do people seek access to justice?*
2. *What are people's perception of, and trust and confidence, in the formal justice system?*
3. *What is the range of informal justice processes that exist in the local area, and how do they operate?*

The field work has been completed and the reports are being reviewed and finalized. The reports will be shared with the government and a wider audience without in-depth knowledge of justice issues.

Objectives and scope of the Assignment

The findings and recommendations from the access to justice mapping and informal justice systems study will be used to inform the policy and budget decision-making of justice institutions as well as planning and programming of UN agencies, international development organizations, and civil society organizations that work towards promoting rule of law in Myanmar.

The consultant is expected to edit all five individual reports – Rakhine, Kachin, Shan, Yangon and the Consolidated Summary reports - of the access to justice mapping and informal justice systems study to

enhance the focus of messaging and sharpen the language and flow. The work may involve a complete re-write of specific sections of the reports and/or shortening of other sections.

The main emphasis in the reports so far is on describing the findings rather than using the findings to answering the questions of the objectives of the research. The emphasis and structure should be on answering the questions/ objectives of the research and the main messages should be related to that. Also, the reports should explicitly focus on people's access to justice, rather than types of disputes. In this regard, the summary will need to answer the research questions, and the conclusion should link them to the findings and recommendations.

Repetitions should be deleted /rephrased and some sections will need to go into an annex. For instance, there several times is a reference to the researchers and methodology when describing the findings, and as such, they could be mentioned in a separate section.

There is also a need to make the perception of the report readers-friendly, using plain jargon-free English, in order for the key messages, findings, and recommendations to better come across.

Expected deliverables

- Revised/edit all five reports of the access to justice mapping and informal justice systems study
- A final consistency check (and potential editing), will have to be completed by the consultant once the entire reports are completed
- UNDP may also request the editor to make final adjustments or further editing in the report, and the consultant is expected to revise as and when needed

Institutional Arrangements

The deliverables will be reviewed and approved by the Programme Specialist of the Rule of Law Output – UNDP Myanmar

Duration of the assignment

The duration of the assignment is 45 working days (home-based) i.e. 10 working days each for Rakhine, Kachin, Shan and Consolidated Summary reports, and 5 working days for the shorter Yangon report. No travel to Myanmar is expected.

Qualifications and Competencies

Qualifications:

Bachelor of Arts or higher in English literature, journalism, communications or a related field

Competencies:

- Native English speaker
- Excellent communication skills
- Interest in technical aspects of writing, such as grammar, punctuation and sentence structure

Experience:

- A minimum of 7 years of professional experience in editing, journalism and writing articles for international media/press
- Proven track-record of drafting/ editing reports in the development sector is a strong advantage
- Knowledge and experience in legal/justice terminologies in a plus
- Previous similar experience(s) in Myanmar or in a similar context/ environment is a distinct advantage

Approval

This TOR is prepared by:



Signature

Name and Designation: Paul Daila, Programme Analyst

Date of signing: 6 January 2017

This TOR is approved by

Signature 

Name and Designation: Emma Morley, Team Leader

Date of signing: 6 January 2017