



## **TERMS OF REFERENCE**

<b>POST TITLE:</b>	Technical Content Editor/Proofreader (Khmer Language) Consultant
<b>AGENCY/PROJECT NAME:</b>	UNODC Regional Office for Southeast Asia and the Pacific (ROSEAP)
<b>COUNTRY OF ASSIGNMENT:</b>	Home based in Cambodia with no travel required.

### **1) GENERAL BACKGROUND**

United Nations Office on Drugs and Crime (UNODC) and the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), through the generous support of the Government of Canada, are working together to assist national law enforcement agencies to improve the capacity of frontline officers in border locations to meet the needs of women and girls in the context of cross-border organized crime.

As a part of this initiative, the agencies are collaborating to develop the “Gender Sensitive Curricula” that will help officers better meet the needs of women and girls in cross-border contexts and who are the victims of crime. These Curricula support law enforcement teams to be gender-responsive and inclusive in the way they operate both internally and externally. The content of these Curricula aim to 1) increase gender awareness amongst frontline officers and law enforcement teams; 2) enable a gender-responsive approach to carrying out investigations with vulnerable people, including victims of human trafficking; and 3) foster a gender-responsive working environment, specifically, supporting staff wellbeing and enabling all members of the team to have the confidence and ability to develop and thrive in their roles.

In this context, UNODC Regional Office for Southeast Asia and the Pacific will hire a Technical Content Editor/Proofreader (Khmer language) to ensure the Gender Sensitive Curricular meets the established standards of quality for publication and distribution to the UNODC’s counterparts.

### **2) OBJECTIVES OF THE ASSIGNMENT**

Technical Content Editor/Proofreader (Khmer Language) will be responsible for fact-checking, proofreading for grammar and punctuation and typographical errors, and wording. The Technical Content Editor/Proofreader also performs various tasks to maintain a high standard of quality assurance service for the UNODC Gender Sensitive Curricula.

The Curricula are comprised of:

- 1) Module One: Gender Awareness for Frontline Officers and Law Enforcement Teams;
- 2) Module Two: Gender-Responsive Investigations with Victims of Human Trafficking and other Vulnerable Individuals; and
- 3) Module Three: Gender-Responsive Self-Care, Self-Development and Team Building for Law Enforcement Teams.

The Curricula, then, will be used for 1) facilitator's handbook; and 2) participant's handbook, which is a reduced version of the facilitator's handbook.

### 3) SCOPE OF WORK

Technical Content Editor/Proofreader (Khmer Language) will work in close partnership with the UNODC curriculum specialist and the UNODC professional designer to ensure a high standard of quality assurance service for the Curricula.

Under the overall guidance and supervision of the Regional Coordinator, Border Management Programme (Policy & Outreach Affairs) and reporting directly to the Border Management National Programme Officer, the Technical Content Editor/Proofreader responsible for the following:

1. Factcheck, edit, revise the Gender Sensitive Curricula (Khmer version) in close partnership with the UNODC curriculum specialist;
2. Insert the proofread Khmer content into the in-design layout of the facilitator's handbook and provide additional information, such as quotes, required by the designers;
3. Insert the reduced version Khmer content into the in-design layout of the participant's handbook and provide additional information, such as quotes, required by the designers;
4. Run a full end-to-end quality check of the Curricula in the in-design layout, for both the facilitator's and participant's handbooks to ensure all modules meet the established standards of quality for publication and distribution to the UNODC's counterparts.
5. Editing style and standard needs to be done in line and in compliance with the United Nations Editorial Manual Online [<http://dd.dgacm.org/editorialmanual>].

\*For tasks no 2 and 3, the Editor/Proofreader is required to have graphics editor and design program, such as Adobe Illustrator, Indesign and Photoshop, ready to be used to complete the said tasks.

### 4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

**Duration:** Maximum forty (40) workdays from 1 May – 30 June 2021

**Duty station:** Home-based with no travel required.

**Note:** It is understood that the consultant would not hold UNODC responsible for any unforeseen or untoward incident during the duration of consultancy. It is recommended that the consultant secure his/her own insurance coverage during the conduct of consultancy.

### 5) DELIVERABLES

**Dates and details of deliverables/payments:**

Deliverable	Output	Working day(s)	Due date
A.	Edited/ proofread Khmer version of the Gender Sensitive Curricula (all Modules)	15	23 May 2021
B.	Insert the proofread Khmer content into the in-design layout of the facilitator's handbook and provide additional information, such as quotes, required by the designers	10	6 June 2021
C.	Insert the reduced version Khmer content into the in-design layout of the participant's	10	20 June 2021

	handbook and provide additional information, such as quotes, required by the designers		
D.	Run a full end-to-end quality check of the Curricula in the in-design layout, for both the facilitator's and participant's handbooks, to ensure all modules meet the established standards of quality for publication and ready to be sent to printing	5	30 June 2021

## 6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The incumbent shall be under the overall supervision of the Regional Coordinator (Policy & Outreach Affairs) of the UNODC Border Management Programme based in Bangkok, Thailand.

Indicators to evaluate the Technical Content Editor/Proofreader's performance will be:

- Quality and timeliness of the content assurance;
- Achievement of goals of all deliverables; and
- Evaluation from UNODC Curriculum Specialist and Border Management Programme Officer.

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

### Education:

- Bachelor's degree in language, art, communications, social sciences, international development, and/or communications, journalism, or any other relevant discipline is required.

### Work Experience and Skills:

- A minimum 5 years of high-level experience in writing, editing, reporting, and communicating complex programmatic information in reader-friendly formats and styles is required;
- Demonstrated abilities and track record of copy editing, proofreading is required;
- Proven writing high quality publication/ reports/ article/ information is required;
- Proficiency in graphics editor and design program, such as Adobe Illustrator, Indesign and Photoshop, is required;
- Excellent experience with gender-sensitive reporting is an asset;
- Experience working with UN agencies, international institutions, law enforcement, the judiciary, military or other public security agencies is desirable;
- Computer literacy, including (MS Word or Google Docs), databases maintenance (MS Excel or Google Sheets), is desirable.

### Language:

- English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Khmer, with excellent copy-editing and proofing skills, is required. Knowledge of another United Nations official language is an advantage.

## 8) REVIEW TIME REQUIRED

The incumbent's outputs will be monitored and reviewed by the Regional Coordinator (Policy & Outreach Affairs) of Border Management Programme.

## 9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNODC PREMISES

☒ NONE    ☐ PARTIAL    ☐ INTERMITTENT    ☐ FULL TIME

## 10) PAYMENT TERMS

Please indicate any special payment terms for the contract.

☒ LUMP SUM MILESTONE    ☐ DAILY

<b>Deliverables (list them as referred to in the ToR)</b>	<b>Percentage of Total Price (Weight for payment)</b>
Deliverable A	37.5 %
Deliverable B	25 %
Deliverable C	25 %
Deliverable D	12.5 %

### Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
Bachelor's degree in language, art, communications, social sciences, international development, and/or communications, journalism, or any other relevant discipline is required.	20
A minimum 5 years of high-level experience in writing, editing, reporting, and communicating complex programmatic information in reader-friendly formats and styles is required;	30
Proficiency in graphics editor and design program, such as Adobe Illustrator, Indesign and Photoshop, is required;	20
English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Khmer, with excellent copy-editing and proofing skills, is required.	30