

## TERMS OF REFERENCE

### 1. Assignment Information

<b>Assignment Title:</b>	Senior Editor
<b>Cluster/Project:</b>	Common Country Analysis (CCA)
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Individual Consultant
<b>Duty Station:</b>	Home-based
<b>Expected Place of Travel:</b>	N/A
<b>Contract Duration:</b>	From 20 Jun 2022 to 31 Dec 2022 (up to 30 working days)

### 2. Background

The UN in Cambodia is in the process of development of the United Nations Sustainable Development Cooperation Framework (UNSDCF) for the period 2024-2028. UNSDCF is the most important instrument for planning and implementation of the UN development activities at country level in support of the post-pandemic socio-economic recovery effort and the implementation of the 2030 Agenda for Sustainable Development.

As part of the process, the Common Country Analysis (CCA) is being updated to inform the formulation of UNSDCF. CCA is a diagnostic tool and a strategic pivot of the UN system to provide independent, reliable analysis and policy advisory for supporting the country's sustainable development. The UN in Cambodia has updated the CCA annually since 2020 according to the guidance and spirit of the UN Development System reform.

Office of UN Resident Coordinator (RCO) is recruiting a Senior Editor to support to review and make substantive editing of the two documents, namely CCA and UNSDCF, to ensure the coherence and consistency of the documents.

### 3. Scope of Work

Under the direct supervision of the Economist of the UN Resident Coordinator Office (UNRCO), the Senior Editor will be responsible for providing high quality services in the following areas, based on an in-depth understanding of Cambodia's sustainable development context:

#### **For 2022 CCA**

- Review the draft chapters of the CCA document which are authored by the CCA Task Team members at various stages of the drafting process;
- Provide substantive comments and feedback to the authors/drafting leads of the draft chapters to ensure comprehensiveness and high quality of the analysis and writing;

- Make substantive editing and proofreading of the first consolidated CCA draft and the revised versions to ensure the coherence and consistency of the document's facts, figures, evidence, analysis and narrative;
- Ensure that the CCA document conforms to the standards and guidelines of the UN communications and publication style. It is crucial that the English language used in the document is in conformity with the style and the usage of official UN English language;
- Check and edit the final CCA draft to ensure that the document is grammatically correct, well-written, well-structured and readers-friendly from the standpoints of general readers;
- Communicate and work closely with the RCO Economist and the CCA Task Team to ensure that the consolidated CCA document is finalized with high quality.

#### **For UNSDCF 2024- 2028**

- Make substantive editing and proofreading of the draft UNSDCF 2024-2028 and the revised versions to ensure the coherence and consistency of the document.
- Ensure that the UNSDCF document conforms to the standards and guidelines of the UN communications and publication style, including the usage and style of the official UN English language.
- Communicate and work closely with the RCO and UNSDCF Task Team to ensure that the UNSDCF document is finalized with high quality.

#### **4. Deliverables (Tentative Timeline)**

Deliverable 1:	The substantive edited version of the first CCA draft is expected to deliver in July 2022 for submitting to UNCT and peer support group (PSG) for review.
Deliverable 2:	Final substantive edited version of CCA by September 2022 (after the CCA Task Team has revised the first draft following comments and feedback from UNCT and PSG).
Deliverable 3:	The substantive edited version of UNSDCF 2024–2028 is expected in December 2022.

#### **5. Institutional Arrangement**

The Senior Editor will work closely with the UN Task Team under direct supervision of the RCO

Economist.

## **6. Duration of the Work**

The assignment is expected to 30 working up days from 20 June 2022 to 31 December 2022.

## **7. Duty Station**

The assignment is home based. No travel is required.

## **8. Minimum Qualifications of the Individual Contractor**

<b>Education:</b>	Master's degree, or equivalent, in public policy, economics, development studies, international relations, journalism or a related field.
<b>Experience:</b>	<ul style="list-style-type: none"><li>• At least 5 years of experience in the field of communications and proofreading with proven experience in writing and editing research or analytical papers.</li><li>• Prior experience in proofreading and editing publications (research paper, policy papers) and communication materials including infographics and policy briefs.</li><li>• Working experience in Cambodia is required and proven experience working with the United Nations (UN) is desirable.</li></ul>
<b>Competencies:</b>	<ul style="list-style-type: none"><li>• Strong communication skills in writing, proofreading and editing content and designing communication and outreach materials for an organization.</li><li>• Knowledge of the UN's procedures and communications guidelines is an asset.</li><li>• Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive.</li></ul>
<b>Language Requirement:</b>	Fluency in English is required.

## **9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor**

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
Master's degree, or equivalent, in public policy, international relations, communications, marketing, or a related field.	20
At least 5 years of experience in the field of communications and proofreading with proven experience in writing and editing research or analytical papers.	30
Prior experience in proofreading and editing publications (research paper, policy papers) and communication materials including infographics and policy briefs.	30

Proven working experience in Cambodia, particularly with the United Nations (UN), is desirable.	20
<b>Total Obtainable Score:</b>	<b>100</b>

#### **10. Payment Milestones**

<b>Outputs/Deliveries</b>	<b>Payment Schedule</b>	<b>% of total Amount</b>
Upon satisfactory completion of Deliverable #1	30 July 2022	30%
Upon satisfactory completion of Deliverable #2	30 Sept 2022	40%
Upon satisfactory completion of Deliverable #3	30 December 2022	30%