

**TERMS OF REFERENCE FOR INTERNATIONAL INDIVIDUAL CONSULTANT
ON EDITING AND PROOFREADING**

TERMS OF REFERENCE	
Hiring Office:	The United Nations Population Fund (UNFPA) China Office
Purpose of consultancy:	<p>UNFPA is the UN's sexual and reproductive health agency. In China and globally, it works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. Since its inception in 1969, UNFPA has led the multilateral effort to help women in developing countries to overcome socio-economic and cultural barriers to their reproductive rights and choices.</p> <p>It has been more than 50 years since UNFPA began operations in 1969 as the first United Nations agency to address population growth and reproductive health needs.</p> <p>UNFPA began its operations in China in 1979, which was the first time the country received assistance from any international agency in relation to population issues. UNFPA China is in the 9th country programme which will focus on reduction of prevalent inequalities in accessibility and quality of public services and programmes, focusing on integrated rights-based, gender-sensitive and comprehensive sexual and reproductive health services (including family planning and GBV prevention and response) for the most vulnerable populations with particular attention to unmarried youth, migrant workers, ethnic minorities, and persons with disabilities.</p> <p>The objective of the consultancy is to edit and proofread UNFPA documents and reports in line with the UN writing and editorial guidelines.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the supervision of the Deputy Representative and with coordination support from the Communications Analyst, the consultant will be responsible for language editing and proofreading of UNFPA programme related documents and reports when it is needed throughout the year.</p> <p>Upon editing and proofreading of the documents using the track change feature, the consultant will ensure:</p> <ul style="list-style-type: none"> • timely submission of the edited documents with quality standards • clarifications sought as needed to ensure accuracy and clarity of revised documents <p>Expected output/deliverables: Detailed tasks will be communicated.</p>
Duration and working schedule:	This is a standby consultancy throughout the year and will be paid based on working schedule for any task determined and agreed with the supervisor in due course.
Place where services are to be delivered:	Home based
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Tasks and delivery dates will be determined based on mutually agreed timeframe communicated and agreed between the supervisor and the consultant in advance.</p> <p>All editing and proofreading work are expected to be delivered in electronic format and to be completed at a mutually agreed upon time.</p> <p>Payment schedule: UNFPA will pay the consultant based on payment rate agreed (per page or daily) and upon satisfactory completion of a task for editing/proofreading.</p>
Monitoring and progress control, including reporting requirements, and deadline:	The consultant will be under the overall guidance of the Deputy Representative and Communication Analyst will assist in progress monitoring

Supervisory arrangements:	The incumbent will report to the UNFPA Deputy Representative. S/he will coordinate her/his work closely with the Communications Analyst in UNFPA.
Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<p>Education: University degree in English literature, journalism, communications, or relevant field.</p> <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • Relevant experience in advanced professional writing or editing experience. • Proven familiarity with the international development and humanitarian issues, including the UN. • Familiarity with the social, cultural, and political context of China is an asset. • Strong communication skills (written and oral) are a necessity. <p>Language:</p> <ul style="list-style-type: none"> • Native English speaker with professional English writing and editing skills. <p>Competencies:</p> <ul style="list-style-type: none"> • Achieving results • Being accountable • Developing and applying professional expertise/ business acumen
Inputs / services to be provided by UN or implementing partner (e.g. support services, office space, equipment), if applicable:	UNFPA will ensure the consultant access to relevant publications for reviewing and editing, and facilitate to ascertain exact meaning of the documents in order to avoid ambiguities and misstatements.
Other relevant information or special conditions, if any:	This consultancy applies to a native English speaker and is open to non-Chinese nationals.
<p style="text-align: center;"><i>How to apply:</i></p> <p><i>Interested candidates are invited to send their CV to hr.china@unfpa.org before <u>COB 22 February 2021</u> with the email subject "<u>Application for consultancy on editing and proofreading - Candidate Name</u>".</i></p>	