

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Hiring Office:	UNFPA Mongolia CO
Purpose and background of consultancy:	<p>UNFPA is the United Nations sexual and reproductive health agency with the mission to deliver a world where every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled.</p> <p>The work of UNFPA is based on the premise that all human beings are entitled to equal rights and protections. It focuses on women and young people because these are the groups whose ability to exercise their rights to sexual and reproductive health is often compromised. UNFPA Mongolia has been working together with its partners, both in government and non-governmental organizations, and with the generous financial support of various donors. We continue to work together to deliver services for vulnerable population in Mongolia with the aim to achieve three transformative results by 2030: ending preventable maternal deaths, ending the unmet need for family planning, and ending gender-based violence and all harmful practices.</p> <p>In line with the transformative results, our new country programme will leverage partnerships with government entities, and strengthen strategic partnerships with international financial institutions, donors, civil society organizations, the media, and the private sector to strengthen advocacy efforts and leverage resources. Majority of the documents, reading materials, reports and communication materials, developed and produced by the CO will be in English language. To ensure the quality of produced materials it is important to have excellent editing and proofreading services in the CO.</p> <p>Within this context, UNFPA Mongolia CO is hiring an Individual Consultant, who will provide professional editing and proofreading services in English to support UNFPA Mongolia CO activities.</p>
Scope of work: (Description of services, activities, or outputs)	<p><u>The consultants will be contracted for below services. Hereto:</u></p> <ul style="list-style-type: none"> - Provide extensive editing and proofreading for UNFPA official documents including but not limited to, reports, strategic plans, media releases, news articles, advertisements, and communications materials; - Edit for style and readability to produce clear and concise materials; - Proof-read and copy-edit to catch major errors in grammar, spelling, and punctuation as well as to make a cross-reference to the editorial guidelines such as numbers, abbreviations, commas, capital letters, headings; - Provide adjusting writing style for various targeted audiences; - Provide recommendations for improving presentation of information; - Provide stylistic editing, clarity of expression, appropriateness of syntax; tone, wordiness, overuse of words or phrases; - Liaise with content owner for any required clarifications. <p><u>Specific duties of the consultant are as follow:</u></p> <ul style="list-style-type: none"> - Assure texts are technically, linguistically and grammatically correct and consistent in terms of completion and terminology usage; - Assure that texts meet high quality standards, are error free, and are enable immediate publication without further proofreading or editing required; - Ensure timely delivery of materials, documents; - Check appropriate reference to ensure use of UNFPA technical terminologies; - Refer to the UNFPA terminology database and interact with colleagues. <p>Agreed hourly rate will be followed and actual worked hour will be the basis of payment calculation.</p>
Duration and working schedule:	The duration of the engagement is for 11 months with possible extension for another 11 months after one-month break.

	The service is to be provided on a need-basis during the contract period.
Place where services are to be delivered:	Editing and proofreading services can be provided remotely
Delivery dates and how work will be delivered:	The services should be done in agreed time period for each assignment. The work will be delivered mainly in electronic materials. The consultant should provide the edited and proofread materials in original format in MS Word, PowerPoint, or Excel files, unless otherwise agreed.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>UNFPA will perform monitoring and evaluation on delivery of each assignment and provide regular feedbacks and evaluation at the end of the contract on quality and timeliness of products to ensure the performance of selected contractor is at appropriate level.</p> <p>The contractors shall be evaluated against the following indicators upon delivery of each assignment:</p> <ul style="list-style-type: none"> ▪ Acceptance of and Adherence to UN/UNFPA Procedures ▪ Initiative ▪ Experience ▪ Technical Competence ▪ Performance Efficiency ▪ Timeliness of Delivery ▪ Quality of Products <p>Rating of 1-5 (where 5 is the highest) will be used to assess the service quality level for each indicator.</p> <p>If the rating of the quality of products falls below 3 for 2 times within the given period, it can be the base to terminate the contract.</p>
Supervisory arrangements:	The contract shall be managed and monitored by UNFPA Mongolia country office. Each assignment is expected to be supervised by the requesting staff of the country office.
Expected travel:	Travel may not be expected. Should there be any travel outside of Ulaanbaatar, UNFPA will cover the travel cost following its travel policy.
Required expertise, qualifications, and competencies, including language requirements:	<p><u>Required expertise and skills:</u></p> <ul style="list-style-type: none"> - Native English speaker; - University degree in linguistics, journalism, communication, writing or other relevant fields; - At least 5 years of editing and proofreading experiences; - Proven track record in editorial services in education, social and public sectors' settings - Experience of editing and proofreading documents relevant to UNFPA's specific topics or international organizations is an advantage. <p><u>Competency requirements:</u></p> <ul style="list-style-type: none"> ▪ Exemplifying integrity ▪ Demonstrating commitment to UNFPA and the UN system ▪ Embracing cultural diversity ▪ Achieving results ▪ Being accountable ▪ Developing and applying professional expertise/business acumen ▪ Working in teams ▪ Ensure confidentiality of the materials ▪ Communicating for impact
Inputs / services to be provided by UNFPA:	<p>For editing and proofreading services, UNFPA will NOT offer office space and the selected contractor is expected to have his/her own space and equipment.</p> <p>UNFPA will provide the documents to be edited and proofread beforehand, and will offer sufficient time to complete the task upon agreement with the consultant.</p>
Other relevant information or special conditions, if any:	UNFPA reserves the right to withhold up to 30% of the total fee of the assignment in case that deliverables are not submitted on schedule or do not meet the required standard (e.g. work requires substantive editing or incorrect use of technical terms and standard wordings).

UNFPA will process payments upon completion of deliverables and acceptance by respective requesters within 30 calendar days.

To reduce minimum valued transactions, UNFPA may combine payments of below USD100 on a quarterly basis. Payments exceeding this threshold will be made upon the completion of deliverables in accordance with UNFPA terms and conditions.

Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of UNFPA in line with the national and International Copyright Laws applicable.