

**TERMS OF REFERENCE**  
**Individual Consultant for English Editor**

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA CO in Lao PDR
Purpose of consultancy:	<p>UNFPA Communications Unit supports the overall advocacy and communications guided by the Communications Strategy. In addition, the Unit guides, oversees, develops, and produces various communications materials and products in English and Lao targeting various audiences.</p> <p>To ensure the effectiveness, proper use of language, and high quality of all communication materials in English, UNFPA is looking for an experienced English editor on a retainer basis to proofread and edit communications materials.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>The editor will work closely with and under the guidance of the Representative and the Communications and Partnerships Analyst to conduct the following tasks:</p> <ul style="list-style-type: none"> <li>● Review, proofread and edit communications materials in English including but not limited to press releases, feature stories, blog articles, social media cards and captions, scripts, subtitles, brochures and other audio-visual content, reports, and so on.</li> <li>● Check and ensure structure, consistency, grammar, spelling, punctuation, repetition, style, tone, language use based on the different communication purposes and audience appropriateness.</li> <li>● Ensure all communication materials are consistent with the UNFPA Style Guide and UN terminology.</li> <li>● Submit the assignment to UNFPA for review and finalize the works based on feedback from UNFPA.</li> </ul>
Duration and working schedule:	<p>From 15<sup>th</sup> February to 31<sup>st</sup> December 2023</p> <p>(The payment will be made based on the quotation agreed on by UNFPA for each service, the total amount of payment will not exceed 20,000 USD)</p>
Place where services are to be delivered:	Home-based/remotely
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The consultant will submit the assignment in electronic format as per request by UNFPA Laos. Payment will be based on deliverables.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The editor will directly report and communicate with the Communications Team on progress of the assignment.
Supervisory arrangements:	The consultant will be supervised by UNFPA's Communications & Partnership Analyst.
Expected travel:	No travel required
Required expertise, qualifications and competencies, including language requirements:	<p><b>Experiences</b></p> <ul style="list-style-type: none"> <li>● At least 5 years of relevant experience in editing reports and publication in English,</li> <li>● Experience in editing communications materials on sexual and reproductive health, Gender-based Violence, population and development issues,</li> <li>● Familiarity with UNFPA/UN terminology will be an asset,</li> <li>● Experience in working in communications, drafting key messages, writing, and content development.</li> </ul> <p><b>Qualification and competencies</b></p>

	<ul style="list-style-type: none"> <li>● An advanced university degree in English, linguistics, communications, journalism, development or other related field.</li> <li>● Excellent writing skills</li> <li>● Accuracy in sticking to deadlines</li> <li>● Be familiar with Microsoft Office applications and internet tools.</li> <li>● Excellent command of English.</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA Laos will guide, provide comments, technical confirmation and information requested by the editor in a timely manner.
Other relevant information or special conditions, if any:	The payment will be made upon completion of the assignments with satisfaction and the submission of COP.
Signature of Requesting Officer in Hiring Office: Vannaseng Insal, Communications & Partnership Analyst	
Date:	

Approved by:

Ms. Mariam A. Khan  
UNFPA Representative