

**Terms of Reference**

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| **Position** | International Consultant English Language Writer/Editor (Native speaker) |
| **Type of the contract** | SSA Consultant |
| **Duty Station** | Home-based |
| **Application Deadline** | 10 June 2022 |
| **Duration:** | June 2022 – December 2022 (up to 12 days per month) |
| **Supervision:** | Communications Specialist, UN Women Moldova CO, Chisinau |

1. **Background**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; the achievement of equality between women and men as partners and beneficiaries of development; human rights; as well as humanitarian action, peace, and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

Communications is a key component of UN Women Moldova Country Office’s work and constitutes a vehicle for ensuring visibility for successful UN Women Moldova initiatives, results and programmes as well as for raising awareness about key issues of gender equality and women’s empowerment. Effective communications also contribute to mobilizing resources as donors would like to see value for money.

Within this scope, UN Women Moldova Country Office intends to hire a native speaker English language Writer/Editor to improve the quality of the English content of public and corporate communication materials.

**II.** **Objective**

The objective of this Consultancy is to provide high quality writing and editing in English, in line with UN Women terminology and with a specific focus on gender equality and women’s empowerment issues, drawing attention to UN Women Moldova work and achievements. The assignment will include writing and editing in English language of communication materials, reports and knowledge management materials produced by UN Women Moldova and its implementing partners, making sure that gender terminology is correct and in line with UN Women standards.

**III. Duties and Responsibilities:**

*Working under the overall supervision of the Communications Officer, the consultant will be responsible for the following:*

* *Putting together and editing English content for UN Women website, including news, stories, multi-media work based on UN Women Corporate guidelines;*
* *Editing English versions of local communication assets (including graphics, infographics, videos etc.), in line with UN Women terminology;*
* *Providing English proof-reading/editing of corporate communications materials, including press releases, statements, publications, briefs, reports and concept notes among others, making sure that gender terminology is in line with UN Women standards, ensuring the accuracy of the content;*
* *Ensuring that all edited documents concentrate on flow and clarity of argument, sequencing, consistency, as well as correct style and punctuation, spelling and grammar.*
* *Providing constructive editorial input, and communicate with team members to effectuate consistent, accurate, and high-quality work product;*
* *Suggesting process improvements;*
* *Evaluating and recommending changes to create efficiencies;*

*The UN Women Moldova relevant programme staff will provide all the necessary inputs for qualitative content elaboration.*

**IV. Schedule of Payments:**

Payment in full upon final submission and satisfactory outputs/products in accordance with specified requirements. Payments will be made quarterly after the outputs/products are reviewed and approved by the Communications specialist and the relevant CO staff.

The time needed to complete all work will be agreed with the Communications specialist prior to being carried out. The Consultant needs to fill out a breakdown of the submitted documents, that would detail the work that was completed and will be paid based on the number of pages (where 1 page is considered as 1800 signs without spaces).

**V. Competences and Qualifications:**

**Core Values:**

* Cultural Sensitivity and valuing Diversity
* Integrity
* Professionalism

**Core Competencies:**

* Awareness and Sensitivity Regarding Gender Issues
* Ethics and Values
* Accountability
* Self-management and emotional intelligence
* Creative Problem Solving
* Effective Communication and Information Sharing
* Continuous Learning and Knowledge Sharing
* Work in teams
* Leading by Example

Please visit this link for more information on UN Women’s Core Values and Competencies: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

**Functional Competencies:**

* English language native speaker;
* Excellent writing and editing skills in preparing briefs, reports, human interest stories, news, articles and similar work for various audiences;
* Communicates sensitively, effectively, and creatively across different constituencies;
* Demonstrates very good understanding of and experience in communications and outreach/advocacy;
* Demonstrated ability to produce well-written text;
* Communicative, results-driven, ability to work in teams;
* Very effective at multi-tasking;
* Uses Information Technology effectively as a tool and resource;
* In-depth knowledge of gender equality and women’s rights issues;
* Ability to work under pressure and within limited time frames;
* Familiarity with UN Women and gender related vocabulary in English;
* Consistently approaches work with energy and a positive, constructive attitude;
* Ability to work in an independent manner and organize the workflow efficiently.

**Qualifications:**

* A University degree in the domain of linguistics/philology/literature/journalism and public relations or in other related domains. Specialized trainings relevant to the assignment would be an asset.
* At least 3 years of relevant experience in Writing/Editing, Journalism, Public Relations and/or Mass Communications;
* Demonstrated experience in editing in English.
* Relevant experience in related areas in UN Women or a UN agency is an asset;
* Experience with assignments involving Gender related vocabulary and terminology would be an asset;

**Language:**

* Native language English.

**Application procedure:**

The following documents should be submitted as part of the application:

* **Cover letter** to include a brief overview in English (unedited text) about which of yourprevious experiences makes you the most suitable candidate for the advertised position.
* **P11** with experience in similar assignments; can be downloaded at[http://www.unwomen.org/about-us/employment,](http://www.unwomen.org/about-us/employment) a signed copy should be submitted.
* **Financial Proposal** The financial proposal should be daily fee for writing/editing and other required work; and
* Example of writing and/or editing/quality assurance work in English– provide two examples carried out in the past 6 months.

**Evaluation of applicants:**

Consultants will be evaluated using a cumulative analysis method taking into consideration the combination of qualifications and financial proposal. Contract will be awarded to the individual consultant whose offer has been evaluated and determined as:

1. Responsive/compliant/acceptable, and
2. Having received the highest score out of below defined technical and financial criteria.

Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for financial evaluation.

Cost under this method of analysis is rendered as an award criterion, which will be 30% out of a total score of 100 points.

Evaluation of submitted offers will be done based on the following formula:



**Technical Evaluation (70%)**

| # | **Criteria for technical evaluation** | **Scoring** | **Max. points** |
| --- | --- | --- | --- |
| 1 | University degree in the domain of foreign languages/literature/journalism and public relations or in other related domains | Bachelor’s degree – 10 ptsMaster’s degree – 5 pts | 15 |
|  | Specialized training  | No – 0 ptsYes – 10 pts | 10 |
| 2 | At least 3 years of relevant experience in Writing/Editing, Journalism, Public Relations and/or Mass Communications | 3 years - 10 ptsEach subsequent year – 5 pts | 20 |
| 3 | Experience in editing | 1 assignment - 5 pts2-4 assignments – 10 pts5 and more assignments – 15 pts | 15 |
| 4 | Working experience with UN and/or international organizations | No – 0 ptsYes – 5 pts | 5 |
| 5 | Experience with assignments involving Gender related vocabulary and terminology  | No – 0 ptsYes – 5 pts | 5 |
|  | **Maximum total technical scoring:** |  | **70** |

**Financial Evaluation (30%) – max. 30 points:**

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion. A suggested formula is as follows:

p = 30 (μ/z)

Using the following values:

p = points for the financial proposal being evaluated

μ = price of the lowest priced

proposal z = price of the proposal being evaluated

Annex I: Price Proposal Guideline and Template

The prospective, International Consultant English Language Writer/Editor should take the following explanations into account during submission of his/her price proposal.

# Daily fee

The daily price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, communications, consumables during field related missions, etc.) that could be incurred by the Contractor needs to be factored into the proposed price.

UN Women will not withhold any amount of the payments for tax and/or social security related payments. UN Women shall have no liability for taxes, duties or other similar charges payable by the Individual Contractor in respect of any amounts paid to the Individual Contractor under this Contract, and the Contractor acknowledges that UN Women will not issue any statements of earnings to the Individual contractor in respect of any such payments.

# Travel costs

UN Women will not cover transportation cost within Chisinau.

# Daily Subsistence Allowance

Not applicable.

# Currency of the price proposal

The applicants are requested to submit their price proposals in USD.

### **Annex II: Price Proposal Submission Form**

**To:** United Nations Entity for Gender Equality and the Empowerment of Women

**Ref:** International Consultant English Language Writer/Editor (Native Speaker)

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UN Women within the scope of the referred Assignment.

Having examined, understood and agreed to the Terms of Reference and its annexes, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with the Terms of Reference.

My maximum total price proposal for the assignment is given below:

|  |  |
| --- | --- |
| **Deliverables** | **USD** |
| **Daily fee all inclusive** |  |
| **Total price for 72 working days** |  |

I confirm that my financial proposal will remain unchanged. I also confirm that the price that I quote is **gross**, and is inclusive of all legal expenses, including but not limited to social security, income tax, pension, etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 30 days.

I understand that you are not bound to accept any proposal you may receive.

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email:

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| **Signatures- Post Description Certification** |
| SupervisorOlesea Simion, Communications SpecialistName / Title                                Signature                                         Date |
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