


## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Arab States Regional office / requesting Unit
Purpose of consultancy:	<p>The purpose of this consultancy is to hire a pool of professional copy editors/proof-readers who can provide quality editing/proofreading services in compliance with UNFPA editorial style and guidelines.</p> <p>The languages to be edited are Arabic, English, and French.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>Under the guidance and direct supervision of the UNFPA ASRO requesting Unit and Regional Communications and Advocacy Advisor, the copy-editor/proof-reader will undertake the following duties and responsibilities:</p> <ul style="list-style-type: none"> <li>● Review the final draft of a document to ensure consistency and accuracy in grammar, spelling, punctuation, and formatting,</li> <li>● Correct errors and spelling,</li> <li>● Correct issues at the core of writing such sentence construction and language clarity,</li> <li>● Edit the style and fine-tune the text to make sure the document makes sense as a whole</li> <li>● Ensure the document is written with adequate style, using UN/UNFPA terminologies,</li> <li>● Consult with UNFPA when required,</li> <li>● Complete the work within the agreed timeline and submit the final translation in soft copy.</li> </ul>
Duration and working schedule:	<p>Successful candidates will have retainer contract with UNFPA for a maximum duration of 11 months</p> <p>Duration and schedule of each translation request will be treated on case by case basis depending on the request received from the requesting Unit.</p>
Place where services are to be delivered:	The consultants will work remotely and produce files electronically.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The consultant will submit deliverables electronically by email. All deliverables are exclusive to UNFPA.</p> <p>The delivery date of each editing/proofreading request will be treated on case by case basis depending on the request received from the requesting Unit.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Project will be monitored by both the UNFPA ASRO requesting Unit and the UNFPA Regional Communications and Advocacy Advisor.</p> <p>The requesting unit will be responsible for supervising the project at all stages and will provide approval to the finished product.</p>
Supervisory arrangements:	Project supervisor is the UNFPA ASRO requesting Unit.
Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<p>The consultant should have the following qualifications and competencies:</p> <ul style="list-style-type: none"> <li>- Bachelor's degree in Linguistics, literature or related areas;</li> <li>- Minimum five years' experience in editing/proofreading. Experience in editing/proofreading UN documents is an asset;</li> <li>- Fluent in writing and reading the subject language, preferably a native speaker;</li> <li>- Knowledge and experience with UNFPA and the UN in general;</li> <li>- Proven skills in editing/proofreading: Arabic or English or French (depending on the requested job)</li> </ul>

Assessment Modality	<p>Shortlisted candidates will be requested to:</p> <ol style="list-style-type: none"> <li>1. Submit samples of their work.</li> <li>2. Undergo assessment tasks.</li> <li>3. Provide referees contact details.</li> </ol>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will provide:</p> <ul style="list-style-type: none"> <li>● The Note to translators/editors;</li> <li>● The list of UNFPA glossaries;</li> <li>● The documents to be edited/proofread;</li> <li>● Any available documents that can be used as references.</li> </ul>
<p>Other relevant information or special conditions, if any:</p>	<ul style="list-style-type: none"> <li>- Payment: 100% after delivery of services</li> <li>- COA: to be provided by the requesting Unit</li> </ul>
<p>Signature of Requesting Officer in Hiring Office: _____ </p> <p>Date: _____</p>	

## Certificate Of Completion

Envelope Id: B8DFCF928B9D44A0BA6CF6EA7E3BB6CE	Status: Completed
Subject: TOR_EditingProofreadingServices_RetainerContract.docx	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Disabled	Samir aldarabi
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	aldarabi@unfpa.org
	IP Address: 64.207.219.135

## Record Tracking

Status: Original	Holder: Samir aldarabi	Location: DocuSign
1/19/2021 6:43:01 AM	aldarabi@unfpa.org	

## Signer Events

Samir aldarabi  
aldarabi@unfpa.org  
Regional Communication Adviser  
United Nations Population Fund  
Security Level: Email, Account Authentication (None)

## Signature

Signature Adoption: Uploaded Signature Image  
Using IP Address: 196.156.29.98

## Timestamp

Sent: 1/19/2021 6:43:01 AM  
Viewed: 1/19/2021 6:43:10 AM  
Signed: 1/19/2021 6:43:23 AM  
Freeform Signing

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent	Hashed/Encrypted	1/19/2021 6:43:01 AM
Certified Delivered	Security Checked	1/19/2021 6:43:10 AM
Signing Complete	Security Checked	1/19/2021 6:43:23 AM
Completed	Security Checked	1/19/2021 6:43:23 AM

## Payment Events

## Status

## Timestamps