Annex B

TERMS OF REFERENCE FOR INSTITUTIONAL SERVICES

UNICEF CAMBODIA COUNTRY OFFICE

Title of Consultancy/Works: LONG TERM ARRANGEMENT FOR ENGLISH EDITING SERVICES

Requesting Section: Communication Section on behalf of UNICEF Cambodia

1. Background

UNICEF Cambodia produces on a regular basis various documents including donor reports, policy briefs, researches and advocacy reports, human interest stories, evaluations, proposals, social media content and other documents in English as needed and in a timely manner.

Compelling and high quality written materials are an integral part of UNICEF’s advocacy efforts as well as its brand, and as such, the organization must ensure that its publications and other documents are professionally crafted and clearly understood, and that they resonate with their intended audience. The organization also must ensure that all written materials shared externally adhere to its global style guidelines.

While staff members and relevant consultants are directly responsible for the production of quality documents, the added task of final, standardized editing of documents for public dissemination needs external service support as this is a labour-intensive process requiring specialized skills.

Therefore, professional and highly experienced English language editors are needed to assist in these tasks.

2. Purpose and objectives of the consultancy/Contract

The overall objective of this arrangement is to assist the office in commissioning editing assignments when the need arises in a timely manner and at short notice. The contractor will provide high quality professional editing, formatting and finalizing of written documents including donor reports, annual reports, funding proposals as well as other documents such as studies, human interest stories and social media materials among other documents related to child rights issues and UNICEF work in Cambodia.

3. Work Assignments/TOR

Editing draft documents in English – with assignments ranging from light copy editing, proof-reading, correcting inconsistencies (including for formatting) to rewriting and revising sentences and structures as necessary (to ensure clear understanding by external/non-technical audience and for better flow, without compromising original meaning and content). Editing must follow UNICEF’s global style and branding guidelines which will be provided when work is assigned, as well as grammatical accuracy, and coherence.
4. Deliverables

Due dates will be determined by assignment depending on urgency, and length/quality of the original draft.

Key deliverables may include: Proof-reading, copy-editing, through editing (including rewriting and revising as necessary) and final proof-reading) and finalization (including formatting as per UNICEF style guide) for clearance as per agreed deadline- the following types of documents:

- Donor reports
- Donor proposals
- Programme briefs
- Policy briefs
- Publications such as studies, evaluations, surveys, researches
- Annual reports
- Human interest stories
- Blogs and other social media content
- Press materials such as press releases and fact-sheets
- Key messages
- Any other external communication materials

5. Reporting Requirements

The contractor will work closely with the requesting UNICEF staff to receive a proper briefing on the consultancy assignment including establishing a timeline and understanding of editing requirements to ensure compliance with the ToR and timely delivery of the expected outputs/results.

For each assignment, a work order will be issued containing the specific requirements.

Upon completion of contract assignments, the supervisor will certify relevant documents; evaluate the consultant’s work and follow-up on the payments.

6. Location and Duration

The Long Term Arrangement will be valid for a duration of 24 months, with possibility of extension for another 12 months subject to availability of funding and favorable performance evaluation.

Assignment will be conducted remotely by the editor, and no physical presence at UNICEF will be required. Duration/timeline of each editing assignment will be determined on a case-by-case basis in agreement with the contractor when the job is commissioned.

7. Qualifications or Specialized Knowledge/Experience Required

- The contracted institution is required to have the following qualifications/experience:
  - Ability to assign last-minute and demanding editing assignment to highly qualified English language professional editors (qualification requirements of editors listed below)
  - Experience working with NGOs, UN, and social enterprise clientele.
• Experience in writing/editing/communication-related project management.
• Ability to manage multiple editing assignments simultaneously.

➢ Editors who will be assigned by the contracted institution for UNICEF editing jobs are expected to possess the following qualifications/experience and knowledge/skills:

• University degree in a relevant field of study such as communications, journalism, literature, international development, etc;
• At least 5 years relevant and progressive editing/copy-editing experience;
• Solid editorial skills with demonstrated ability to present thoughts and ideas in a clear and concise manner, particularly in writing;
• Logical and analytical writing;
• Organizational and coordination skills;
• Computer proficiency including Internet and Microsoft office;
• Ability to work independently;
• Fluency in English (oral and written);
• Ability to work in a fast paced environment and produce quality work in a short time, under tight deadlines;
• Experience in editing key publications for the United Nations and demonstrated familiarity with UNICEF style-guide are regarded as an asset.

8. Evaluation process and methods

• The weight allocated between technical and price proposal. The ratio between the technical and the commercial criteria is 70/30 (technical/commercial).
• The evaluation of the technical proposal will be completed prior to any price proposal being considered. Submitted applications shall be assessed using Cumulative Analysis Method. Technical proposals should attain a minimum of 55/70 points to qualify and to be considered.
• The technical proposal (Maximum technical score: 70) must include:
  1) Company portfolio and description of expertise, clients, relevant past projects,
  2) Short description of work-flow, including projected timeframe, explaining how the company will process and handle editing requests from UNICEF from start to finish including quality assurance
  3) Detailed CV/s of its professional editor/s on retainer, detailing their academic qualifications, their editing experience and past clients, their competencies, as well as sample editing work, and at least 3 reference contacts for each of the proposed editors.
• Price proposal will be based on hourly fee.

9. Administrative Issues

Given the type of this assignment, the consultant will work from home and will be required to arrange for the necessary equipment to conduct the tasks such as a computer/internet/software/ etc.
10. Project Management/Contract Supervisor and other stakeholders

The editor - through the contracted institution - will work closely with the contract supervisor as well as the requesting programme officer to receive a proper briefing on the consultancy assignment including establishing a timeline and understanding of editing requirements to ensure compliance with the ToR and timely delivery of the expected outputs/results.

For each assignment, a work order will be issued containing the specific requirements.

Upon completion of contract assignments, the supervisor will certify relevant documents; evaluate the consultant’s work and follow-up on the payments.

11. Payment Schedule (Please link to deliverables to the extent possible):

The payment will be made based on agreed hourly rate, following submission of deliverables and certification by the Chief of Communication. A monthly invoice will be submitted by the contracted institution to the Communication Section (with the list of assignments completed and hours worked) for processing.

Annex 1

Technical Evaluation criteria

<table>
<thead>
<tr>
<th>REF</th>
<th>CATEGORY</th>
<th>POINTS</th>
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<tbody>
<tr>
<td>1</td>
<td>• Completeness of the technical submission</td>
<td>10</td>
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<tr>
<td></td>
<td>• Detailed understanding of UNICEF’s requirements for this LTA arrangement as demonstrated in overall technical submission</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>• Quality and logic of editing assignment workflow and methodology including team composition</td>
<td>10</td>
</tr>
</tbody>
</table>
| 4   | • Qualifications of the proposed editor/s:  
|     | - Education (5)  
|     | - Experience and track record (10)  
|     | - Relevance of past clientele (5)  
|     | - Quality of work samples (10)  
|     | - References (10) | 40     |

Total Technical 70

PRICE EVALUATION: 30 points

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>Unit of Analysis</th>
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<tbody>
<tr>
<td>The maximum score assigned to the price proposal will be allocated to the lowest priced proposal. All other price proposals receive scores in inverse order.</td>
<td>30</td>
<td>Maximum 30</td>
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### Annex 2:
#### Price Schedule:

**A. Editing**

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Estimated No. of words to be edited per Hour</th>
<th>Unit price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Editor name</td>
<td>xx words per hour</td>
<td>US$ /hour</td>
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**B. Copy Editing**

<table>
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</thead>
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</table>

**C. Proofreading**

<table>
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</thead>
<tbody>
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<td>Editor name</td>
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</tbody>
</table>

Submitted by

Company name
Sign and Stamp
Date: