

Terms of Reference

Position	Writer/Editor (English Language)
Type of the contract	SSA Consultant
Duty Station	Home-based
Application Deadline	27 August 2020
Duration:	1 September 2020 – 31 December 2020 (up to 12 days per month)
Supervision:	Communications Officer, UN Women Moldova CO, Chisinau

I. 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 and 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 an English language Writer/Editor in order 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 translation, 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, translation 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. The consultant also is expected to provide quality assurance for English translations of corporate UN Women communications.

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;
- Adapting the local communication assets (including graphics, info-graphics, videos etc.) into English, in line with UN Women terminology;
- Providing English translations/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;
- Providing constructive editorial input, and communicate with team members to effectuate consistent, accurate, and high-quality work product;
- Suggesting process improvements;
- Evaluating and recommend changes to create efficiencies;
- Attending team meetings if necessary.

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 monthly after the outputs/products are reviewed and approved by the Communications officer and the relevant CO staff.

The time needed to complete all work will be agreed with the Communications officer 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 amount 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:

- Excellent command of Romanian and English;
- Excellent writing and editing skills in English in preparing briefs, reports, human interest stories, news, articles and similar work for various audiences;
- Demonstrates fluent written and oral communication skills in English. 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 foreign languages/literature/journalism and public relations or in other related domains.
- Documentary confirmed C2 English language level; At least 3 years of relevant experience in Writing/Editing, Journalism, Public Relations and/or Mass Communications;
- Relevant experience in related areas in UN Women or a UN agency is an asset;
- Knowledge of Gender related vocabulary and terminology in Romanian and English;

Language:

- Professional in Romanian and English (written and oral).
- Fluency in Russian language is an advantage

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 your previous experiences makes you the most suitable candidate for the advertised position.
- **P11** with past experience in similar assignments; can be downloaded at <http://www.unwomen.org/about-us/employment>, a signed copy should be submitted.

- **Financial Proposal** The financial proposal should be daily fee for translation/writing/editing and other required work; and
- Example of translation, 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:

- Responsive/compliant/acceptable, and
- 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.

Technical Evaluation (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:

$$p = 30 (\mu/z)$$

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

Signatures- Post Description Certification		
Supervisor		
Cerevco Iulia, Communications Officer		
Name / Title	Signature	Date
Operations Manager		
Ira Cebotari, Operations Manager		
Name / Title	Signature	Date