

Standard Format for Terms of Reference (ToR)

Request for: Consultant Individual contractor

Organizational Unit: UN-REDD PROGRAMME SECRETARIAT

1. Purpose (justification for request)

1.1 Explain the requirement for a consultant

The UN-REDD Programme is the United Nations collaborative initiative on Reducing Emissions from Deforestation and Forest Degradation (REDD) in developing countries. The Programme was launched in 2008 and builds on the convening power and expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP). At the national level, the UN-REDD Programme supports developing countries in the implementation of REDD+ strategies, guided by the principles of country ownership and the United Nations human rights-based approach, and with a strong focus on engagement of all stakeholders, including Indigenous Peoples' and civil society involvement.

As part of its Communications, Knowledge Management and Events strategy, the UN-REDD Programme Secretariat requires a consultant to support work deliverables related to its official documentation and correspondences, and publication activities.

1.2 Qualifications / special skills or knowledge:

- A minimum of five (5) years of progressively responsible experience in an international environment, document control and production, Web maintenance or related field.
- Advance university degree (Master's degree or equivalent) in communications, writing, international policy or related field. A first university degree in combination with qualifying professional and academic experience may be accepted in lieu of the advanced degree.
- Fluency in oral and written English is required. Working knowledge of French and/or Spanish is desirable. Knowledge of another UN official language is an advantage.

1.3 Ultimate result of services:

Messages and information about the UN-REDD Programme is stored appropriately, made available and presented in clear and concise manner in the three languages of the Programme to the public and internal users through the website and workspace.

1.4 Legislative authority reference: The UN-REDD Programme Secretariat

1.5 Title and identification number of Programme / Project: **RI/3030-09-73**

1.6 Duration:

1 September – 31 January 2015

2. Funding

2.1 Source of Funds Regular Budget Extra-budgetary

2.1 Allotment Account / Budget Line: **2014-RED-5060-2F68-1111-120100**

2.3 Indicative level of remuneration

- Total fee of USD25,000 equivalent to Level B on the UN consultancy remuneration scale
- Payable in lumpsum monthly installments of USD5,000

3. Travel involved

There may be travel involved; where necessary, this will be arranged by the Secretariat where necessary

Travel will be organized by Substantive Office Selected candidate

4. Workplan

4.1 Objectives, output expectations and performance indicators:

1. Support UN-REDD Programme Secretariat with the development of the 2014 Semi-Annual and Annual Programme Progress Report.
2. Support Online documentation management:
3. Support to Editing, Translation and Publishing of all UN-REDD Programme documents
4. Support in overall documents management, both internal and externally

Output expectations:

- Production schedule for the semi- annual and annual reports developed and circulated to the agencies and countries by end September 2014
- Design for an internal document management system for the Secretariat and the Programme provided by end of September 2014

- Policy Board meeting documents copyedited well in advance for uploading on the website as per the Programme's Rules of Procedure
- A roster of translators well versed in UN, climate change and REDD+ terminology established by October 2014
- An updated glossary of the UN-REDD Programme and REDD+ terminology in French and Spanish produced by October 2014
- Programme documentation on website and workspace updated as soon as changes and new information occur.

4.2 Specific tasks and responsibilities

- Draw up the production schedule for the semi-annual and annual reports, coordinate external editing, translations and internal copyediting as required.
- Ensure Secretariat official documentation and other published materials are kept up-to-date and posted to meet deadlines on the Programme's website, workspace and internal document management system.
- Copy edit Policy Board documentation to ensure maintenance with UN standards, Oversee production, processing, translation and revision of all official documentation, including all official Policy Board documentation;
- Carry out more extensive editing where required, including re-writing, abridging and restructuring texts;
- Draw up editorial guidelines and determine desk-top publishing standards and practices;
- Assist with drafting of documentation (including reports, correspondences, etc.) and provide advice on editorial policy and practice;
- Carry out linguistic research and prepare terminological research glossaries and related reference tools; Establish and maintain a roster of external translators;
- Vet translated documents to ensure language consistency, tone and messaging in the different languages
- Provide strategic support to design of a document management system.
- Ensure documents are filed into document management system in a timely manner by all relevant staff (create the expectation, capacity and culture to support this).
- Backstop documents management.
- Ensure documentation is technically accessible to all stakeholders.

See work plan above

4.3 Reporting lines

The consultant will report to the Communications Officer and working closely with the UN-REDD Programme Secretariat team, collaborating agencies and UN-REDD Programme Partner Countries.