



**UNDP APROC
TERMS OF REFERENCE**

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| Title: | Consultant - Writer/Editor |
| Type of Contract: | Individual Contractor on retainer basis |
| Duration: | January – December 2012 with maximum of 120 working days |
| Duty Station: | Home based with no travel required |

Background

The UN Regional Joint Programme for gender based-violence prevention in Asia-Pacific, "Partners for Prevention: Working with Boys and Men to Prevent Gender-based Violence" (P4P) is an inter-agency initiative of UNDP, UNFPA, UN Women and UNV. The programme seeks to address the challenges of gender inequality and reduce the prevalence of gender-based violence in the region. Partners for Prevention is located in Bangkok, and provides consolidated responses and support for gender-based violence. The programme also provides technical and substantive support to key partners including UN country offices and CSOs in the region. The programme's interventions and technical support cover three main areas: 1) research and policy advocacy; 2) capacity development and networking; 3) campaigning/raising awareness. In addition to the internal technical specialists, the Programme draws on a pool of high quality experts from the affiliated UN partners, within the regional and globally.

Objectives of the Assignment

The primary objective for this assignment is to produce succinct and high quality publications including How to Guides, Policy Briefs, Toolkits, and Discussion Papers. These knowledge products will help the programme achieve the overall the Public Awareness and Policy Advocacy Outputs of Partners for Prevention.

Scope of Work

The consultant will contribute to the delivery of the awareness raising and policy advocacy component of the regional joint programme. The consultant will work under guidance of the Programme Coordinator and in collaboration with the P4P team, to help produce publications for different audiences, including:

- Drawing from content supplied by P4P and/or its partners, rewrite text in a manner suitable to a specified target audience
- Liaise with P4P and /or its partners and incorporate edits/changes to manuscript
- Copyedit manuscripts according to the UNDP Style Manual and UN Nations Editorial Manual
- Proofread manuscripts
- Work in conjunction with a graphic designer to lay out publications

Common Deliverables

1. Up to five P4P 'How to' guides produced
2. Up to eight P4P Policy Briefs produced
3. Up to five P4P Toolkits produced
4. Up to five P4P Discussion Papers produced

Duration of Assignment, Duty Station and Expected Place of Travel

Duration of Assignment: January – December 2012 with maximum of 120 working days

Duty Station and Expected Place of Travel: Home based with no travel required

Provision of Monitoring and Progress Control

The consultant will be managed by and report to the Programme Coordinator of Partners for Prevention. Specific Provisional Delivery plans will be developed for each deliverable at a later date.

Degree of Expertise and Qualifications**Competencies**

- Proven experience in writing, editing and producing high quality publications.
- Excellent communication skills in spoken and written English
- Previous experience working in Asia and the Pacific will be a strong asset
- Technical knowledge of gender-based violence and its prevention will be an asset
- Excellent computing skills (MS-Office and internet software) including working with content management systems.
- Knowledge of languages of the Asia and Pacific region an advantage

Critical Success Factors

- Demonstration of integrity by modeling UN values and ethical standards and treating all people fairly without favouritism
- Ability to work independently and as a team player
- Excellent interpersonal skills; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective work relations with people of different national and cultural backgrounds with sensitivity and respect for diversity
- Demonstrated ability to plan and organize work to deliver results.
- Ability to work with minimal supervision
- Ability to lead formulation and evaluation of programme activities
- Focus on impact and results and responding positively to critical feedback
- Consistently approaching work with energy and a positive, constructive attitude
- Demonstrated strong written communication skills

Recruitment Qualification

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| Education: | Bachelors degree or equivalent in communications, marketing and/or related field such as international development studies, sociology, social work or public health |
| Experience: | At least 5 years of related professional experience in writing, editing, and communications, preferably on social issues. Experience in work with boys and men for gender equality and violence prevention and previous experience with the United Nations or international organizations will be strong assets. |
| Language Requirements: | Excellent communication skills in oral and writing English. Knowledge of languages of Asia and the Pacific an asset. |

Please visit <http://www.undp.or.th/aboutus/jobs.html> to see full job descriptions. Interested persons should submit a detailed resume, and UN Personal History Form (P11) with a cover letter clearly stating the position title by **6 December 2011**. Women candidates are encouraged to apply. Kindly send the application to:

Procurement Unit

G.P.O Box 618, Bangkok 10501 or email to: rcb.procurement.th@undp.org

Only shortlisted candidates will be notified