

TERMS OF REFERENCE

Editor for Papers on Investing in Children Consultant

CONTRACT MODALITY Individual Consultancy

DUTY STATION Maseru-Home based

DURATION OF CONTRACT 11.5 months

Purpose of Assignment

UNICEF Lesotho, in collaboration with the National University of Lesotho, is initiating an evidence-generation and knowledge-sharing process under the theme “Investing in children for a prosperous, skilled, healthy and competitive Lesotho by 2050.” The initiative will invite evidence-based abstracts that explore priority investments in children that should be undertaken now to build a productive, skilled, healthy and competitive Lesotho by 2050. Selected abstracts will be developed into full papers and later refined into short book chapters. The main proposals will be presented at a Multi-stakeholder Investment in Children National Dialogue in 2027. The process is expected to strengthen national consensus and practical action on sustainable, effective and evidence-based investment in the holistic development of children in Lesotho.

Accordingly, dedicated editorial support to ensure that submitted papers and resulting book chapters are clear, coherent, technically sound, consistently formatted and aligned with the publication objectives, author guidance and UNICEF quality standards is required.

The purpose of this consultancy is to provide professional editing, copy-editing, structural review and publication-readiness support for 15 papers that will form book chapters developed under the UNICEF Lesotho Thought Leadership Series. The consultant will support UNICEF Lesotho to transform selected full papers into polished, accessible and policy-relevant manuscripts suitable for presentation at the 2027 National Dialogue and for possible inclusion in an edited open-access book.

Scope of Work

The consultant will provide editorial support across the full paper and manuscript development cycle. This will include reviewing author submissions for structure, clarity, coherence, consistency, policy orientation and alignment with the five thematic tracks: learning and 21st-century skills; health, nutrition and water and sanitation; social protection; enabling environment; and sports, arts and culture.

The consultant will edit 15 papers of approximately 4,000–5,000 words and support their conversion into concise book chapters, ensuring that each contribution presents practical, evidence-based strategies, clear implementation lessons, financing and delivery considerations, and forward-looking investment options for Lesotho.

Specific tasks will include developmental editing, substantive editing, copy-editing, harmonization of style,

checking internal consistency, improving readability, ensuring appropriate use of tables, figures and boxes, reviewing references for consistency with Harvard author-date style, and supporting the preparation of manuscripts for peer or editorial review

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
First editorial review of 15 full papers	15 full papers reviewed and ready for presentation at the National Dialogue	28 February 2027
Edited revised conference papers	15 Clean, publication-ready edited chapters incorporating author revisions, reviewer feedback and dialogue inputs, with consistent formatting and referencing.	30 August 2027

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- Contracts are conditional upon the selected candidate's willingness to comply with any current or future vaccination requirements that may be established by UNICEF, where applicable. Failure to comply with applicable vaccination requirements, where required and without an approved medical exemption by UNICEF, may result in the withdrawal of the consultancy offer or termination of the contract in accordance with the General Terms and Conditions of Contract.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

**QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES
(CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT**

Minimum Qualifications required: Masters-Advanced university degree in English, communications, journalism, publishing, social sciences, development studies, education, public policy or another relevant field.

Years of Experience/ Knowledge/Expertise/Skills required:

Work Experience:

- At least five years of demonstrated experience in editing academic, policy, research or development-related publications.
- Proven experience editing multi-author papers, reports, chapters or books, preferably in development, social policy, children’s rights, education, health, social protection or public finance.

Language Requirements: Fluency in written and spoken English is required.

Knowledge/Expertise/Skills:

- Knowledge of Lesotho’s development context, child rights, social sectors or public policy environment is an asset.
- Familiarity with author-date Harvard referencing and manuscript formatting requirements.
- Ability to preserve technical meaning while improving clarity, coherence, structure and readability

Desirables: Knowledge of UNICEF Communication and Writing Style

Technical proposal requirement: Two (2) samples of previous professional editing work should be submitted

together with the application.