

TERMS OF REFERENCE

Writing and editing consultant MC0006887

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Strategic Planning and Analytics Unit / Office of Strategy and Evidence – Innocenti – Remote
DURATION OF CONTRACT	4.5 months

Purpose of Assignment

In 2026, UNICEF began implementing its Strategic Plan, 2026–2029. The forthcoming UNICEF Executive Director’s Annual Report (EDAR) provides a concise account of the organization’s achievements, trends, challenges, emerging priorities, and progress in advancing its objectives and commitments during the first year of implementation of the Strategic Plan.

As a flagship strategic report presented to the Executive Board at the Annual Session in June 2027, the EDAR will serve as a key accountability and communication instrument for senior leadership, governing bodies, Member States, partners, and other stakeholders. It will synthesize evidence from across the organization and present a coherent strategic narrative on results achieved, lessons learned, and priorities moving forward.

UNICEF seeks professional support in drafting and editing of the respective materials in compliance with the UNICEF style guide, including highest quality editorial and communication standards, and in line with the submission timelines. Under the direct supervision of the Chief of Strategic Planning and Analytics (SPA) Unit, the consultant will work on drafting and editing of the report. As a core member of the SPA team, the consultant will work closely with technical specialists, programme experts, data analysts, and senior management to synthesize inputs from across the organization and translate them into a coherent, high-quality, publication-ready strategic report that adheres to UNICEF editorial standards and communication requirements.

Scope of Work

In close consultation with the supervisor, the consultant will draft and edit the Annual report for 2026 of the Executive Director of UNICEF and edit the EDAR QCPR related annex, drawing on technical inputs and source materials provided by organizational units and in line with the scope of work and timeline outlined below:

- **Conceptualization:** Review strategic documents, background materials, evaluations, monitoring reports, and other relevant sources to inform the overall report storyline and narrative architecture, while identifying cross-cutting themes, strategic insights, and emerging issues for inclusion in the report.
- **Drafting:** Develop the detailed report outline and chapter structure; draft sections using quantitative and qualitative evidence; prepare executive summaries, key messages, conclusions, and the way forward; and translate complex technical content into accessible, compelling, and coherent strategic narratives.
- **Consultation and review process:** Participate in consultations and review meetings with relevant stakeholders; engage with contributing organizational units to clarify inputs and address feedback; consolidate comments received during internal and external review processes; and support overall narrative coherence.
- **Quality assurance:** Edit contributions received from organizational units and stakeholders; harmonize writing style, terminology, and messaging across chapters; ensure compliance with UNICEF editorial standards and style guidelines; verify the consistency of facts, figures, references, and citations; and strengthen the readability, clarity, and impact of the report.

- **Finalization:** Prepare publication-ready drafts, review layout versions, conduct final editorial quality assurance, and ensure alignment across the EDAR narrative, the QCPR annex, and supporting documents, as needed.

Timeline:

- First draft of the 2026 EDAR by 25 February 2027;
- Final draft of the 2026 EDAR by 2 April 2027;
- Edited draft of the EDAR QCPR annex and supporting documents by 6 April 2027.

For ease of reference the Annual report for 2025 of the Executive Director of UNICEF can be found [here](#) and the QCPR related annex can be found [here](#).

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
First draft of the 2026 EDAR	First draft of the 2026 EDAR document	25 February 2027, 43 days
Final edited draft 2026 EDAR	Edited final draft of the 2026 EDAR and QCPR annex	30 April 2027, 46 days

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.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- 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 requirements: A university degree (Bachelor`s or equivalent in English, Communication, Public Relations, Media, Journalism, Liberal Arts or related field.

Years of Experience/ Knowledge/Expertise/Skills required*:

Work Experience:

- At least 10 years of experience of writing and/or editing in English.
- Excellent command of the English language and an eye for detail. Should be able to construct succinct and persuasive text and have high standards for effective written communication.

Language Requirements:

- Ability to write and speak English fluently is required.

Knowledge/Expertise/Skills:

- Strong analytical skills and demonstrated experience in reviewing and analysing varied inputs and reconstructing into a succinct and persuasive text.

Desirables:

- Experience in UNICEF Strategic Plan reporting or equivalent in other international organization is an asset.
- Related professional work experience with United Nations Agencies, Funds and Programmes on corporate reporting is an asset.

*Listed requirements will be used for technical evaluation in the competitive process.