United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Consultancy Title:	Funding Code (Grant and WBS):	Name of the requesting business area & Section:	Duty Station
ROSTER OF CONSULTANTS for Storytelling and News Writer	**Based on specific assignment/project**	**External Communication Section**	**Phnom Penh, Cambodia**

Number of Consultants Required (To be filled only if multiple consultants are needed):
Minimum 5

Purpose of Activity/Assignment *(Consultants may be engaged only when the assignment is of a temporary nature; based on payment for services or work with defined deliverables and outputs that are specific and measurable, to be performed and completed within a specified period of time. Consultants must not be engaged to perform staff functions or other functions that are not based on defined deliverables or outputs)*:

UNICEF works to uphold the rights and well-being of every child, with a particular focus on reaching the most disadvantaged and excluded. In Cambodia, UNICEF partners with the Royal Government, civil society organizations, development partners, and communities to ensure that all children survive, learn, are protected from violence and exploitation, and have the opportunity to reach their full potential.

Strategic communication is central to UNICEF's mission. Effective storytelling and news reporting help amplify children's voices, raise awareness of the issues affecting them, influence public discourse and policy, mobilize resources, strengthen partnerships, and demonstrate accountability to donors and stakeholders. Through compelling narratives, UNICEF communicates programme results, evidence, and lived experiences in ways that inspire action and support the realization of children's rights.

UNICEF Cambodia regularly develops a wide range of communication products, including human-interest stories, News Settler , feature stories, donor visibility materials, impact stories, case studies, situation updates, campaign content, blogs, speeches, and multimedia narratives. These products play a critical role in showcasing programme achievements, highlighting challenges faced by children and communities, supporting advocacy efforts, and demonstrating the impact of UNICEF-supported interventions.

To support these efforts, UNICEF Cambodia is seeking qualified individual consultants to join a roster of Storytelling and News Writers who may be called upon to provide professional writing, editing, and content development services on an ad hoc basis. The roster will enable UNICEF to efficiently access experienced communication professionals to support strategic communication, advocacy, visibility, partnership engagement, donor reporting, and resource mobilization initiatives as needs arise.

Scope of Work:
UNICEF Cambodia invites qualified candidates to express their interest in joining the Storytelling and News Writer Consultant Roster for the External Communication Section.

Selected consultants may be contracted periodically to develop, write, edit, and package compelling content that showcases the situation of children in Cambodia and the impact of UNICEF-supported programmes. Assignments may be undertaken independently or in close collaboration with UNICEF programme teams, communication team, government counterparts, development partners, and other stakeholders.

The consultant may be required to:

- Produce high-quality human-interest stories that highlight the experiences, challenges, achievements, resilience, and aspirations of children, adolescents, families, and communities.
- Develop news stories, feature articles, impact stories, programme success stories, and beneficiary profiles for internal and external audiences.
- Draft press releases, media advisories, news announcements, and media briefing materials to support media engagement and public communication efforts.

- Prepare Op-Eds, opinion articles, keynote messages, speeches, remarks, talking points, and other executive communication products for UNICEF representatives and senior management.
- Develop media Q&As, key messages, briefing notes, fact sheets, and background materials for media interviews, public appearances, advocacy initiatives, and high-level engagements.
- Conduct interviews with children, caregivers, community members, government counterparts, implementing partners, technical experts, donors, and UNICEF personnel.
- Translate technical programme information, research findings, and evidence into clear, engaging, and accessible content for diverse audiences.
- Draft donor visibility stories, partnership success stories, and communication materials that demonstrate programme achievements, results, and impact.
- Develop content for advocacy campaigns, international observance days, launches, field missions, emergencies, special events, and strategic communication initiatives.
- Produce website articles, newsletters, blogs, case studies, situation updates, campaign content, and educational materials.
- Create engaging social media content, including captions, story blurbs, short-form narratives, campaign messaging, carousel copy, video and reel captions, quotes, and audience-focused content for platforms such as Facebook, Instagram, LinkedIn, TikTok, X, and other digital channels as required.
- Adapt long-form stories, reports, and technical content into concise, platform-specific content that enhances visibility, audience engagement, and public understanding.
- Support content planning, storytelling, and messaging for digital campaigns, multimedia packages, media outreach, advocacy initiatives, and social media activations.
- Develop messaging frameworks, communication packages, and audience-specific content tailored for the public, media, partners, donors, policymakers, and development stakeholders.
- Collaborate with photographers, videographers, designers, programme teams, and communication colleagues to develop integrated multimedia storytelling products.
- Support the development of communication materials that contribute to public awareness, social and behaviour change, advocacy, partnership engagement, donor visibility, and resource mobilization efforts.
- Review, edit, and consolidate content for reports, publications, and knowledge products to ensure clarity, coherence, logical flow, consistency, and alignment across multiple contributors and sources.
- Proofread and quality-check content and publication layouts prior to publication, including verification of spelling, grammar, proper names, geographical references, figures, acronyms, citations, and terminology.
- Ensure strict adherence to UNICEF's editorial standards, branding requirements, style guides, and ethical communication principles.
- Respond promptly to feedback from UNICEF's Communication and Programme Sections and undertake revisions as required to ensure products meet agreed quality standards.
- Undertake multiple rounds of review and editing, as necessary, to ensure content is accurate, audience-appropriate, publication-ready, and aligned with UNICEF's tone and messaging.
- Deliver high-quality outputs within agreed timelines, recognizing that many assignments may be time-sensitive and require rapid turnaround.

Responsibilities of the Consultants

a) Consultants will use their own equipment, including laptops, software, internet connectivity, recording devices, and any other necessary accessories, to perform all assigned tasks.

b) Consultants will maintain strict confidentiality and shall not disclose, distribute, or share any information, documents, drafts, interviews, photographs, recordings, communication materials, or content produced under this agreement without prior written authorization from UNICEF. All intellectual property rights and final outputs developed under this contract shall remain the sole property of UNICEF.

c) Consultants shall not use personal branding, including names, logos, signatures, watermarks, or other identifying marks, on any deliverables produced under UNICEF assignments. All materials shall comply with UNICEF branding and visual identity guidelines.

d) Consultants shall adhere to UNICEF's policies and standards on child safeguarding, prevention of sexual exploitation and abuse (PSEA), data protection, confidentiality, and ethical communication, ensuring that the dignity, rights, privacy, and best interests of children are protected at all times.

e) Consultants will ensure all content is accurate, fact-checked, audience appropriate, and aligned with UNICEF's editorial standards, communication objectives, and ethical communication principles.

f) Consultants shall respond promptly to UNICEF feedback and undertake revisions, editing, proofreading, and quality assurance processes as required to ensure deliverables meet agreed quality standards.
g) Consultants will deliver high-quality outputs within agreed timelines and may be required to work under tight deadlines to respond to emerging priorities, media opportunities, campaigns, events, or emergency situations.
h) Consultants may occasionally be required to work during weekends or outside regular working hours, depending on the urgency and operational requirements of the assignment.

Ethical Considerations and Child Safeguarding

All assignments undertaken under this consultancy roster shall comply with UNICEF's child safeguarding, ethical communication, confidentiality, and data protection standards.

The consultant shall ensure that the dignity, rights, privacy, safety, and best interests of every child are respected and protected at all times. Any interviews, quotations, stories, photographs, video content, recordings, or personal information involving children shall be collected, documented, stored, and used only with appropriate informed consent and in accordance with UNICEF policies and procedures.

All storytelling and communication products shall be accurate, respectful, inclusive, and non-stigmatizing, portraying children, adolescents, families, and communities with dignity, agency, and authenticity. The consultant shall avoid language, imagery, or representations that may expose individuals to harm, discrimination, exploitation, stigmatization, or reputational risk.

The best interests of the child shall remain the primary consideration throughout the content development, editing, production, and publication process.

Responsibilities of UINCEF:

a) UNICEF will provide assignment-specific briefings, objectives, background materials, reference documents, and relevant data to support content development, writing, editing, and communication activities.
b) UNICEF will orient consultants on the organization's editorial standards, branding requirements, communication guidelines, and ethical communication principles, as necessary.
c) UNICEF will facilitate access, where appropriate and feasible, to UNICEF personnel, implementing partners, government counterparts, communities, and beneficiaries for information gathering, interviews, and content development purposes.
d) UNICEF will review submitted drafts and provide consolidated feedback within reasonable timelines to support efficient workflow and quality assurance.
e) UNICEF will communicate assignment requirements, expected deliverables, timelines, and approval processes at the start of each assignment.
f) UNICEF will review and approve final deliverables upon satisfactory completion of the assignment and in accordance with agreed quality standards.

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Child Safeguarding

Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective?

☐ YES	☒ NO

Direct contact role

Is this project/assignment considered as "Elevated Risk Role" from a direct contract role perspective?

☒ YES	☐ NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

The consultant will engage with communities, including children and caregivers, to collect information and produce high-quality human-interest stories, photo essays, advocacy briefs, newsletters, blogs, media materials, and donor reports for UNICEF's country, regional, and global communication platforms. All activities must fully comply with UNICEF's Child Safeguarding Policy, PSEA standards, and ethical communication principles, ensuring respect, privacy, and informed consent in every interaction and portrayal.

Child data role

Is this project/assignment considered as "Elevated Risk Role" from a child data role perspective?

☒ YES	☐ NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information (e.g. name, national ID, location data, photos) of children:

The consultant may handle or access child-related data during the course of the contract and must ensure that all information is treated with the highest level of confidentiality and in full compliance with UNICEF's Data Protection, Child Safeguarding, and PSEA policies.

More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

Included in Annual/Rolling Workplan:

☒ YES	☐ NO

If No, please justify:

Click here

Consultant Sourcing:

☐ National	☐ International	☒ Both

Note: Please select the option relevant to your consultancy assignment. If selected 'National', applications from international candidates will not be accepted and vice-versa.

Competitive Selection:

☒ **Advertisement**

Note: for open competitive selection process to publish consultancy on UNICEF TMS portal.

Two weeks is recommended as minimum for advertisement, however, hiring manager may adjust based on urgency/context while ensuring transparency and fairness. Please indicate below accordingly:

Advertisement duration in calendar days: 3 weeks

☐ **Roster**

By selecting this sourcing type, the signatory of this ToR certifies that the candidates listed below are sourced from a valid and approved roster established via a competitive and transparent process, and that the ToR falls within the scope of the roster. Listed candidates shall have a full TMS profile.
In the table below, provide a list of candidates from the roster (who are meeting this ToR requirements) to seek financial proposal:

Name of Candidates	Email Address as per Roster
Click here	Click here
Click here	Click here
Click here	Click here
Click here	Click here
Click here	Click here
Click here	Click here to add text or click the + sign to add more rows

☐ **Single Source Selection: (Emergency – Director's approval)**

Note: As per UNICEF procedure on Consultants (Document Number: PROCEDURE/DHR/2022/007) effective 1 December 2022, Single Source Selection is only applicable to countries, regions and subject-matter areas that have been designated by the Executive Director as being in an "**emergency situation**", as stipulated in CF/EXD/2010-005, Recruitment and Staffing in Emergency Situations, paragraph 1.3.
Single source may also be applied in other circumstances, in accordance with FRR 112.30 (UNICEF Financial Regulations and Rules (Annex to E_ICEF_2011_AB_L.8) , provided that a clear and justified rationale is documented in the NFR based on one of the applicable FRR conditions.

Additional document requirement: NFR Waiver of Competitive Bidding for Individual Contracts (Consultants).docx

For Long-Term Agreements (LTA), this ToR template is not to be used. For LTA, please use the Work Order template.

Reasons why consultancy cannot be performed by staff:

To strengthen UNICEF Cambodia's communication, advocacy, partnership, donor visibility, media engagement, and resource mobilization efforts, specialized storytelling and news writing support is required to develop high-quality communication products across programme, emergency, and corporate communication priorities.

The scope of work requires specialized expertise in storytelling, news writing, feature writing, media content development, speechwriting, editorial review, content adaptation, and strategic communication. Assignments often involve translating complex technical information, programme results, research findings, and policy issues into clear, compelling, and audience-appropriate content tailored for diverse platforms and stakeholders, including donors, partners, media, policymakers, and the general public.

In addition, communication needs frequently arise on short notice and require rapid turnaround to support media engagement, advocacy campaigns, emergencies, donor reporting, special events, international observance days, and other strategic

communication priorities. Due to competing programme responsibilities and existing workloads, UNICEF staff do not have the capacity to consistently undertake these assignments while maintaining their core functions and responsibilities.

The engagement of qualified storytelling and news writing consultants will enable UNICEF Cambodia to access specialized communication expertise on an as-needed basis, ensuring the timely production of high-quality communication products that meet UNICEF's editorial, branding, ethical communication, and child safeguarding standards. The roster will also provide the flexibility required to respond to evolving communication priorities while ensuring consistent, professional, and impactful storytelling that showcases programme results, amplifies the voices of children and communities, strengthens advocacy efforts, and enhances UNICEF's visibility and accountability to partners and donors.

Contract Manager:	**Start Date:** *Ensure the start date accounts for the contracting process SLA*	**End Date:**
Ty Chan, Communication Specialist	January 2027	January 2030

Travel and Logistics

Assignments under this consultancy roster may require travel within Phnom Penh and to provinces across Cambodia to support reporting, field visits, interviews, event coverage, content gathering, and the development of human-interest stories, news articles, multimedia content, and other communication products.

The consultant shall be responsible for providing and maintaining all equipment, software, internet connectivity, recording devices, and other resources required to perform the assignment.

For assignments requiring travel outside the consultant's duty station or place of residence, all associated costs, including transportation, accommodation, meals, and incidental expenses, shall be factored into the consultant's proposed daily fees. UNICEF will not provide additional reimbursement for such costs unless otherwise agreed in writing prior to the commencement of the assignment.

Consultants may be required to travel to programme locations, participate in field missions, conduct interviews, attend events, and engage with beneficiaries, partners, government counterparts, and other stakeholders as part of the assignment.

Consultants shall comply with all applicable United Nations security advisories, guidelines, and travel restrictions. In the event of travel to locations subject to security considerations, consultants must follow all instructions provided by UNICEF and the United Nations security system.

UNICEF will not be responsible for any loss of or damage to the consultant's equipment, nor for any personal injury, illness, accident, or other incident that may occur during the course of the assignment. Consultants are responsible for ensuring that they have adequate insurance coverage and safety arrangements, where applicable.

No international travel is currently envisaged under this consultancy roster. However, travel within Cambodia may be required depending on assignment needs and communication priorities.

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Work Assignment Overview	Deliverables/ Outputs (SMART)*	Delivery deadline		Planned Travel* (For travel, please include destination, number of trips and days. This travel will be shared with the applicants to provide lump-sum financial proposal)	Estimated Budget for 1 consultant in contract currency included travel. (input days x estimated daily professional fee rate + estimate of planned travel) **
		Exact date to complete* the deliverable	Input days**		
Website Content Development	• Feature articles, impact stories, success stories, and human-interest stories developed and submitted according to UNICEF assignment briefs and within agreed timelines. • Website content, landing page copy, FAQs, donor visibility stories, testimonials, partner profiles, ambassador profiles, and photo essay narratives produced in accordance with UNICEF editorial and branding standards. • Content is fact-checked, publication-ready, audience-focused, and optimized for digital visibility where applicable.	To be determined for each project/assignment	To be determined for each project/assignment	No travel is expected for this deliverable.	Estimated lump-sum daily fee proposed by the consultant, including travel days (if applicable).
Social Media and Digital Content	• Platform-specific social media content developed, including long- and short-form posts, captions, story blurbs, campaign narratives, carousel copy, video and reel captions, quotes, hashtags, and key message adaptations. • Content tailored for engagement across UNICEF digital channels and aligned with campaign objectives, audience needs, and communication priorities. • Social media packages delivered according to agreed content plans and timelines.	To be determined for each project/assignment	To be determined for each project/assignment	No travel is expected for this deliverable.	Estimated lump-sum daily fee proposed by the consultant, including travel days (if applicable).
News Writing and Media Engagement	• News articles, feature stories, press releases, media advisories, media Q&As, fact sheets, issue notes, backgrounders, and press conference materials produced to support UNICEF's media engagement and public communication objectives. • Content accurately reflects UNICEF programme results, priorities, and approved key messages and is delivered within agreed deadlines.	To be determined for each project/assignment	To be determined for each project/assignment	To be determined for each project/assignment	Estimated lump-sum daily fee proposed by the consultant, including travel days (if applicable).

Advocacy and Behaviour Change Communication (BCC)	• Advocacy stories, campaign narratives, behaviour change communication materials, social mobilization stories, opinion pieces, Op-Eds, editorials, speeches, talking points, and advocacy messaging developed to support UNICEF's strategic priorities. • Key messages and communication materials tailored for policymakers, media, partners, communities, and the public.	To be determined for each project/assignment	To be determined for each project/assignment	To be determined for each project/assignment	Estimated lump-sum daily fee proposed by the consultant, including travel days (if applicable).
Private Sector Engagement and Resource Mobilization Content	• Donor visibility stories, impact stories, fundraising narratives, corporate partnership materials, case studies, brochures, newsletters, donor communications, executive speeches, donor letters, high-level briefing notes, and event materials produced to support fundraising and partnership objectives. • Content demonstrates programme impact, donor accountability, and partnership value, while aligning with UNICEF branding and communication standards. • Creative concepts, campaign messaging, advertising copy, telemarketing scripts, DRTV scripts, and donor engagement materials developed as required.	To be determined for each project/assignment	To be determined for each project/assignment	To be determined for each project/assignment	Estimated lump-sum daily fee proposed by the consultant, including travel days (if applicable)
Knowledge Products and Publications	• Research reports, policy briefs, programme documents, knowledge products, and publications reviewed, edited, rewritten, consolidated, and proofread to ensure clarity, accuracy, consistency, readability, and alignment with UNICEF style guidelines. • Executive summaries, forewords, prefaces, highlights, and publication-ready content developed as required. • Final outputs adhere to UNICEF editorial, branding, and accessibility standards.	To be determined for each project/assignment	To be determined for each project/assignment	To be determined for each project/assignment	Estimated lump-sum daily fee proposed by the consultant, including travel days (if applicable).
Multimedia Storytelling Support	• Communication products developed and delivered within accelerated timelines to support emergency responses, outbreaks, humanitarian situations, high-level visits, special events, and emerging	To be determined for each project/assignment	To be determined for each project/assignment	To be determined for each project/assignment	Estimated lump-sum daily fee proposed by the consultant, including travel days (if applicable).

	communication priorities. • Outputs maintain UNICEF quality standards while responding effectively to urgent communication needs.				
Strategic Communication and Executive Communications	• Executive speeches, remarks, talking points, keynote messages, high-level briefing notes, opinion pieces, and leadership communication products developed in line with UNICEF priorities and approved messaging. • Communication packages and key messages tailored for senior management engagements, donor meetings, conferences, launches, advocacy events, and partner engagements. • Deliverables produced within agreed timelines and aligned with UNICEF communication, diplomatic, and advocacy objectives.	To be determined for each project/assignment	To be determined for each project/assignment	No travel is expected for this deliverable.	Estimated lump-sum daily fee proposed by the consultant, including travel days (if applicable).
Campaign and Audience Engagement Content	• Audience-centered narratives, campaign messaging, influencer content, youth engagement materials, promotional content, storytelling packages, and awareness-raising communication products developed to support UNICEF campaigns and strategic priorities. • Content adapted for target audiences and communication channels while maintaining consistency with UNICEF messaging and branding.	To be determined for each project/assignment	To be determined for each project/assignment	To be determined for each project/assignment	Estimated lump-sum daily fee proposed by the consultant, including travel days (if applicable).
Total estimated consultancy costs (Consultancy Fees + Travel Costs) **For multiple consultants indicate the total estimated budget (total budget for 1 consultant * number of consultants = total)**					**Total in contract currency:** Click here

- Add more line to the table as needed

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- Costs indicated are estimated. Final rate shall follow the "best value for money" principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.
- Payment of professional fees will be based on submission of agreed 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.
- In case of unplanned travel, register it in a separate deliverable line and reserve funds for potential future travel needs. Such travel will be reimbursed based on actual travel receipts. (This information is not shared with applicants for financial bidding.)
- Marked (*) information will be part of the financial proposal shared with the consultant.
- Marked (**) information will not be shared with the consultant.

Minimum Qualifications required*:

☒ Bachelors	☐ Masters	☐PhD	☐ Other

Enter Disciplines:

Bachelor's degree in journalism, Communications, Media Studies, English, Creative Writing, Public Relations, Development Studies, or another relevant field with a strong focus on writing, storytelling, and content development is required

*Minimum requirements to consider candidates for competitive process.

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

Work Experience:

- Minimum **five (5) years** of progressively responsible professional experience in journalism, news writing, storytelling, feature writing, content development, editing, public relations, media, communications, advocacy, or related fields.
- Proven experience in producing high-quality communication products, including human-interest stories, news articles, feature stories, press releases, Op-Eds, speeches, talking points, media Q&As, social media content, reports, and other communication materials.
- Demonstrated experience conducting interviews, gathering information from multiple sources, and translating complex technical information into clear, engaging, and audience-friendly content.
- Proven experience in editing, proofreading, and quality assurance of publications, reports, knowledge products, or communication materials.
- Experience developing content for websites, digital platforms, and social media channels.
- Experience working with international organizations, United Nations agencies, NGOs, development partners, government institutions, media organizations, or the private sector is considered an asset.
- Experience covering development, humanitarian, child rights, education, health, nutrition, social protection, climate, gender, disability, or related social issues is desirable.

Language Requirements:

- Excellent written and spoken English is required.
- Knowledge of Khmer is highly desirable.
- Demonstrated ability to write for diverse audiences and platforms, including media, digital channels, advocacy materials, donor communications, reports, and public-facing content.

Knowledge/Expertise/Skills:

- Excellent writing, storytelling, editing, and proofreading skills with strong attention to detail.
- Strong knowledge of journalistic writing, feature writing, news reporting, and storytelling techniques.
- Ability to develop compelling narratives tailored to different audiences, communication objectives, and platforms.
- Strong interviewing, research, fact-checking, and information-gathering skills.
- Ability to synthesize and translate complex technical information into clear, concise, and engaging content.
- Strong understanding of media relations, digital communications, social media content development, and audience engagement.
- Familiarity with content management for websites and

	digital platforms. • Strong organizational skills and ability to manage multiple assignments while meeting tight deadlines. • Ability to work independently and collaboratively with multidisciplinary teams and stakeholders. • Strong understanding of ethical communication principles and child-rights-based approaches to storytelling. • Proficiency in Microsoft Office applications and common content development and editing tools. **Desirables:** • Previous experience working with UNICEF, United Nations agencies, international organizations, NGOs, development partners, government institutions, or media organizations. • Experience producing communication products related to child rights, education, health, nutrition, child protection, social protection, climate resilience, WASH, humanitarian action, or emergency response. • Experience developing content for advocacy, social and behaviour change, fundraising, donor visibility, partnership engagement, and media outreach initiatives. • Familiarity with UNICEF's communication, branding, editorial, ethical communication, and child safeguarding standards. • Willingness and ability to travel to remote locations across Cambodia, sometimes at short notice, to support field reporting, interviews, events, and content development assignments. *Listed requirements will be used for technical evaluation in the competitive process.

Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance)

A) Technical Evaluation (e.g. 70 points)

Technical Evaluation Criteria (100 points) – weight 70%

1. Cover Letter, Degree & Educational Background – explaining the motivation for applying and explaining how qualifications and skillset – 10 points
2. Knowledge and skills – 25 points
3. Quality of current/previous work – 65 points

Qualifying score in technical evaluation is **70** out of **100** points.

Technical proposal requirement (Not applicable):
Click here

B) Financial Proposal (e.g. of 30 points)

Financial Proposal (100 points) – weight 30%

The maximum score for the Financial Proposal shall be awarded to the candidate offering the lowest evaluated daily rate among those who have achieved the minimum qualifying score of **70 points** in the technical evaluation. Financial scores for all other technically qualified candidates will be calculated in inverse proportion to the lowest evaluated financial proposal.

The final selection will be based on the combined technical and financial scores, in accordance with UNICEF's consultancy selection procedures. UNICEF reserves the right to conduct a verification interview, portfolio review, or reference check, where required.

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As this is a **Consultant Roster**, qualified candidates will be assessed and pre-approved through the roster recruitment process. Inclusion in the roster does not guarantee engagement. Consultants may be contracted on an as-needed basis throughout the validity period of the roster.

Candidates are required to submit a financial proposal indicating the following:

1. **Daily Fee within Phnom Penh:** An all-inclusive daily rate applicable to assignments conducted remotely or within Phnom Penh.

2. **Daily Fee outside Phnom Penh:** An all-inclusive daily rate applicable to assignments requiring travel outside Phnom Penh, including all associated costs such as transportation, accommodation, daily subsistence, travel insurance, and any other incidental expenses.

The proposed rates will be used as reference rates for future assignments under the consultancy roster. Specific assignment requirements, level of effort, deliverables, and duration will be defined and agreed upon at the time of engagement.

Applications that do not include all required documents, information, or financial proposal elements may be considered incomplete and may not be considered further.

Working arrangement:		UNICEF email address required:	
☒ Remote	☐ Office Based	☐ YES	☒ NO

Text to be added to all ToRs:

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 visa (applicable) and health insurance 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.