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TERMS OF REFERENCE

Consultancy for 2026 Country Office Annual Reporting

(International candidates only)

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	South Sudan & Remote/Homebased
DURATION OF CONTRACT	3 months

Purpose of Assignment

UNICEF South Sudan Country Office is preparing its 2026 Country Office Annual Reporting package, comprising Results Assessment Module (RAM) Outcome and Output Narrative Reports and the Country Office End-Year Summary Narrative Report. The package brings together programme and operational inputs to present a coherent account of results achieved, implementation challenges and lessons learned. Its preparation coincides with end-year reviews, United Nations Sustainable Development Cooperation Framework (UNSDCF) reporting, strategic monitoring and development of the new Country Programme, requiring dedicated editorial support to consolidate inputs and ensure clear, concise and evidence-based reporting.

The South Sudan Country Office seeks a consultant to support the preparation and quality assurance of its 2026 Country Office Annual Reporting package. Under the overall guidance of the Chief, Planning, Monitoring, Evaluation and Reporting (PMER), the consultant will substantively edit and quality assure the RAM Outcome and Output results figures and narrative reports and consolidate, draft and copy-edit the Country Office End-Year Summary Narrative Report. The assignment will ensure that both products clearly articulate results, draw on consistent and verifiable information, and comply with the applicable 2026 UNICEF reporting guidance and UNICEF Style Guide.

Scope of Work

Working closely with PMER, Programme Sections and Operations, the consultant will undertake the following tasks across both reporting products:

- Ensure a consistent narrative voice, terminology, and tone across the reports, with clear structure and logical progression.
- Correct grammar, spelling, punctuation and syntax; eliminate repetition; and sharpen the text to meet the prescribed reporting requirements and word limits without losing substantive meaning.
- Synthesize content and data provided by UNICEF South Sudan into concise, evidence-based narratives; cross-check figures and statements across inputs and reporting products; and refer gaps or discrepancies to the relevant sections for clarification.

RAM reporting: substantive review and editing:

- Review and substantively edit each section's RAM Outcome and Output Narrative Reports to ensure coherence, clear articulation of results and alignment with the ESARO results-reporting quality criteria. Provide actionable comments, incorporate section responses and consolidated management feedback, and deliver final copy-edited reports.

End-Year Summary Narrative Report: synthesis and drafting:

- Consolidate the edited RAM reports and inputs from Programme Sections and Operations into a coherent first draft of the End-Year Summary Narrative Report, highlighting results, implementation challenges and lessons learned.
- Draft the situational analysis using relevant contextual information in the edited RAM reports and Programme Section inputs, ensuring that the analysis explains the operating context for the reported results.
- Align the report's structure and content with the global Specific Guidelines for 2026 Country Office Annual Reports. Incorporate consolidated Country Office management and Regional Office feedback through successive drafts and final copy-editing.

Finalization and Quality Assurance:

Cross-check the RAM narratives and End-Year Summary Narrative Report for factual accuracy, consistency of figures and terminology, and alignment of results statements. Triangulate information against the source inputs supplied by UNICEF and review relevant references to the 2025 End-Year Summary Narrative for continuity and comparability, without carrying forward outdated information. Resolve discrepancies with the relevant sections and complete final language, formatting and reporting-requirement checks before submission to the Chief PMER.

Indicative Delivery Deadlines

RAM Outcome and Output reports:

- 08 December 2026: Comments provided on RAM Output and Outcome narrative reports
- 14 December 2026: Second draft Outcome and Output narrative reports produced
- 24 December 2026: Third draft Outcome and Output narrative reports

Country Office Summary Narrative Report

- 17 December 2026: First draft Summary Narrative report
- 29 December 2026: Second draft Summary Narrative report
- 8 January 2027: Third draft Summary Narrative report
- 19 January 2027: Final draft Summary Narrative report
- 26 January 2027: Final copy-edited Summary Narrative report

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Results Assessment Module (RAM) Reporting		
Review RAM Outcome and Output Narrative Reports and provide substantive editorial comments and queries for section follow-up.	Deliverable #1 RAM Outcome and Output Narrative Reports with consolidated editorial comments and queries.	01- 08 Dec 2026
Incorporate section responses and revisions, resolve outstanding queries and submit	Deliverable #2 Second draft Outcome and Output	10 -14 Dec 2026

second drafts to the Chief PMER and Deputy Representative for review	narrative reports	
Revise the RAM narratives to address consolidated feedback from the Chief PMER and Deputy Representative and submit third drafts.	Deliverable #3 Third draft Outcome and Output narrative reports	21-24 Dec 2026
End-Year Summary Narrative Country Office Annual Report (COAR)		
Synthesize edited RAM narratives and Programme Section and Operations inputs into the first draft End-Year Summary Narrative Report, aligned with the applicable 2026 reporting guidance, and submit it to the Chief PMER for review.	Deliverable #4 First draft Summary Narrative report	15-17 Dec 2026
Incorporate consolidated Country Office comments, verify revisions with the relevant sections and submit the second draft to the Chief PMER, Deputy Representative and Representative for review.	Deliverable #5 Second draft Summary Narrative report	28-29 Dec 2026
Address consolidated Country Office management feedback, clarify outstanding issues with sections as needed and submit the third draft for Regional Office review.	Deliverable #6 Third draft Summary Narrative report	7-8 Jan 2027
Incorporate Regional Office feedback and submit the final draft End-Year Summary Narrative Report for further review by the Deputy Representative and Representative.	Deliverable #7 Final draft Summary Narrative report	18-19 Jan 2027

Incorporate final comments from the Representative and Deputy Representative and complete consistency checks and copy-editing of the End-Year Summary Narrative Report.	Deliverable #8 Final copy-edited summary narrative report	25-26 Jan 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 requirements:

Education:

- Advanced university degree (Master's or higher) in English, communications, public relations, media, journalism or a related field.

Work Experience:

- Eight years of relevant professional experience in writing, editing, or results-based reporting.

Skills:

- Postgraduate degree in English, communications, public relations, media, journalism or a related field.

- Excellent English writing and editing skills.
- Sound knowledge of, and skills in, results-based reporting, monitoring and evaluation.
- Previous experience editing UNICEF documents and publications, particularly Country Office Annual Reports and RAM narratives, is an asset.
- Knowledge of UNICEF's mandate, mission and programmes is an asset.
- Ability to work under pressure and deliver high-quality reporting products within agreed deadlines.

Language Requirements:

- Fluency in English.

Desirables:

- Expertise in results-based reporting.