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TERMS OF REFERENCE

Writer/Editor for UNICEF Bangladesh Country Office (Consultant)

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Dhaka, Bangladesh (Remote)
DURATION OF CONTRACT	5 months

Purpose of Assignment

Background

UNICEF Bangladesh requires specialized writing, editing, analytical and quality assurance support to respond to a significant volume of external reporting, resource mobilization, partnership engagement and corporate reporting requirements during the period December 2026 to April 2027.

The assignment will support the preparation and quality assurance of donor reports, donor proposals, concept notes, briefing materials, presentations, partnership products and other external-facing documents. In addition, the assignment will provide substantive support to the preparation of UNICEF Bangladesh's 2026 Country Office Annual Report (COAR), including narrative reporting associated with the Country Programme Document (CPD), Office Management Plan (OMP) and Results Assessment Module (RAM).

The Country Office Annual Report is a key corporate accountability and performance reporting exercise through which UNICEF Bangladesh documents results achieved for children and women, assesses progress against planned outcomes and outputs, identifies lessons learned and informs strategic decision-making. The preparation of the COAR requires consultation across programme and operations sections and careful analysis of performance data, indicator reporting, narrative assessments, and evidence of change.

Given the concurrent demands associated with donor accountability requirements, resource mobilization priorities and partnership engagement, additional human resource capacity is required to ensure the timely delivery of high-quality products that meet UNICEF corporate standards and donor requirements.

The consultant will work closely with programme sections, operations teams, Planning, Monitoring and Reporting (PMR) colleagues, the Resource Mobilization and Partnerships Unit (RMPU) and senior management to support organizational reporting, accountability and resource mobilization objectives.

Objectives, Purpose and Expected Results

The consultant will provide specialized writing, editing, analytical review and quality assurance support over a five-month period, with a maximum level of effort of 60 working days.

The assignment will support UNICEF Bangladesh in the preparation, review, consolidation and quality assurance of donor reports, final reports, donor proposals, concept notes, resource mobilization products, briefing materials, donor pitches, presentations and strategic external-facing communications. The consultant will also provide support to the preparation of UNICEF Bangladesh's 2026 Country Office Annual Report (COAR) and associated Results Assessment Module (RAM) reporting products. In addition, the consultancy will allow for the development of external facing products associated with UNICEF Bangladesh's new Country Programme Document preparation process.

The consultant will support the development of high-quality, evidence-based reporting products that accurately communicate results achieved for children and women, implementation progress, lessons learned and UNICEF's contribution to those results. The assignment will contribute to strengthening donor accountability, partnership engagement, resource mobilization and corporate reporting across UNICEF Bangladesh.

All products developed under the consultancy shall be accurate, complete, evidence-based and aligned with reported indicator performance. Narratives should clearly distinguish UNICEF's contribution from attribution, use language appropriate for external audiences and demonstrate consistency across indicators, ratings, headline statements and narrative reporting. All deliverables shall comply with UNICEF corporate guidance, donor requirements, reporting templates, prescribed formats and applicable word limits.

Scope of Work

Inception and Coordination

At the commencement of the assignment, the consultant will consult with designated UNICEF Bangladesh Country Office focal points to agree on the scope of support, reporting priorities, applicable guidance, required source materials, focal point responsibilities, review arrangements, confidentiality requirements and timelines.

For major reporting assignments, the consultant will agree with the responsible UNICEF focal point on the scope of work, expected deliverables, estimated level of effort, review process, due dates and acceptance criteria prior to drafting.

Description of Assignment

The consultant will provide writing, editing, analytical review and quality assurance support across UNICEF Bangladesh's donor reporting, resource mobilization and annual reporting functions.

This will include the preparation of background papers, reviewing and editing donor proposals, drafting, consolidation and quality assurance of donor reports and final project reportss; extraction, validation and consolidation of programme, financial and partnership information from multiple sources; preparation and quality assurance support for the 2026 Country Office Annual Report and associated RAM narrative products; development of donor pitches and presentations; quality assurance and reputational review of externally disclosed products; and provision of ad hoc technical writing, editing and proofreading support for priority organizational deliverables.

Country Office Annual Report Deliverable

Provide drafting, editing, consolidation and quality assurance support for the 2026 Country Office Annual Report (COAR), including the End-Year Summary Narrative, outcome headline statements, output headline statements, progress ratings, remaining-effort ratings, Major Achievements narratives, UNICEF Contribution narratives and other applicable Results Assessment Module (RAM) narrative products.

The consultant will ensure that reporting accurately reflects the situation of children, highlights strategically significant results achieved during the reporting period, clearly articulates UNICEF's contribution and implementation strategies, demonstrates evidence of change over time and incorporates equity, gender, disability and leave-no-child-behind considerations. Narratives should demonstrate alignment with national priorities, the UNSDCF, the Sustainable Development Goals and the UNICEF Strategic Plan, while also addressing challenges, lessons learned, adaptive management actions and future priorities. Reporting should be written in clear language suitable for external audiences and meet corporate quality assurance and reputational review requirements.

Reporting Requirements

- The consultant shall submit a concise monthly progress summary outlining assignments received, deliverables completed, days utilized, ongoing products, outstanding issues requiring management decision and planned work for the following period.
- The consultant shall maintain version control of working documents and retain supporting evidence and source references used in the preparation of deliverables.
- At the completion of the consultancy, the consultant shall submit all final editable files, supporting source references, a summary of revisions made following review and any outstanding issues or data gaps requiring follow-up.
- All materials produced under the consultancy shall remain the property of UNICEF and shall be treated as confidential.

Payment Schedule

Payment will be made based on submission of an approved invoice, completion of agreed deliverables and certification of satisfactory performance by the supervisor.

Deliverables shall be reviewed and accepted by UNICEF prior to payment. Products that do not meet agreed quality standards may be returned for revision before payment is approved.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
1. Donor Reporting Support: Review, draft, consolidate, edit and quality assure priority donor reports, including the UNOCHA Final Emergency Report (SM260124), World Bank Interim Narrative Reports (SH250011 and SH250012), BHA Final Narrative Report (SM240320), KOICA Final Narrative Report (SC220424) and Consolidated Emergency Report (CER) covering multiple grants and sectors and thematic reports.	**Deliverable 1 -** High-quality donor reports and consolidated emergency reporting products, incorporating inputs from relevant programme sections and ensuring accuracy, consistency and compliance with donor requirements.	30 April 2027
2. Country Office Annual Report (COAR): Provide drafting, editing, consolidation and quality review support for the relevant COAR products, including the public End-Year Summary Narrative, outcome/output headline statements, progress and remaining-effort ratings and	**Deliverable 2 -** COAR narrative inputs and End-Year Summary Narrative sections comply with UNICEF corporate guidance, templates, word limits and quality standards, clearly presenting key results, achievements and UNICEF's contributions to those results.	30 April 2027

applicable Major Achievements and UNICEF Contribution narratives.		
3. Resource Mobilization and Partnership Products: Develop high-quality resource mobilization, partnership and advocacy products to support donor engagement, including a ready-to-use package presenting the strategic direction, programmatic priorities, implementation approach and anticipated impact of the new Country Programme Document (CPD), as well as other materials requested by RMPU.	**Deliverable 3 -** Resource mobilization, partnership and advocacy products tailored to donor engagement and external audiences.	30 April 2027
4. Proposal and Concept Note Development: Draft, edit and quality assure donor proposals, concept notes, funding requests and related resource mobilization documents developed during the assignment period.	**Deliverable 4 -** Well-structured donor proposals, concept notes, funding requests and supporting resource mobilization documents aligned with donor requirements and UNICEF priorities.	30 April 2027
5. Donor Pitching and Presentation Support: Support the preparation and delivery of in-person donor pitches and presentations, including development of key messages, presentation materials, talking points and relevant background information.	**Deliverable 5 -** Donor pitch presentations, talking points, briefing materials and other supporting materials for priority donor engagements.	30 April 2027
6. Data Consolidation and Analytical Support: Extract, consolidate and cross-check programme, financial, results and partnership information from multiple sources to support reports, proposals, briefs and	**Deliverable 6 -** Concise analytical summaries, verified data inputs and consolidated information packages to inform RMPU reporting, proposal development and donor engagement.	30 April 2027

donor-facing products.		
7. Coordination and Quality Assurance: Consult with RMPU, programme sections, field offices and other concerned colleagues to obtain required input, validate information and ensure consistency, accuracy and appropriate positioning across deliverables.	**Deliverable 7 -** Coordinated and quality-assured outputs incorporating verified inputs and agreed messaging from relevant colleagues.	30 April 2027
8. Ad Hoc High-Value Writing and Editing Support: Provide rapid-turnaround technical writing, editing, proofreading and quality assurance for high-priority donor-facing, management, partnership and external communication products requested by RMPU.	**Deliverable 8 -** Timely, high-quality written and edited products responding to emerging donor, management and partnership requirements.	30 April 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.

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

- **Education:**
    - Master's degree in Communication, Journalism, English Language, International Relations, Development Studies or a related technical field.
- **Work Experience:**
    - At least 10 years of relevant professional experience in resource mobilization, partnership development, proposal writing, reporting, editing, communications or a related field.
    - Demonstrated experience supporting annual reporting processes and results-based reporting is required.
    - Strong experience in drafting and editing donor proposals, concept notes, reports, briefing materials and other resource mobilization products.
    - Previous experience in preparing donor pitches and presentations, including the ability to develop key messages and communicate programme priorities effectively to donors and partners.
    - Strong experience synthesizing quantitative and qualitative evidence into clear analytical narratives, writing for external audiences and applying equity, gender, disability and humanitarian perspectives in reporting.
- **Knowledge/Expertise/Skills:**
    - Strong skills in extracting, consolidating and analyzing information from multiple sources and translating complex programme and financial information into concise summaries and donor-facing products.
    - Proven ability to quality assure facts, figures, indicators and narrative reporting and to work with confidential information under tight deadlines is required.
    - Excellent writing, editing, analytical and coordination skills and the ability to work effectively across multiple programme and operational areas.
    - Demonstrated ability to work under pressure, manage multiple and competing priorities and deliver high-quality outputs within tight deadlines.
- **Language Requirements:**
    - Excellent English writing, editing and analytical skills, with demonstrated ability to develop clear, concise and compelling donor-facing documents.
- **Desirables:**
    - Experience preparing or quality assuring annual corporate reports, donor reports and other strategic reporting products is highly desirable.
    - Good knowledge of UNICEF's mandate, programmes and resource mobilization processes is an asset, particularly experience working in the Bangladesh country programme context.
    - Experience working with UN agencies, international development organizations or other comparable institutions is an asset.

- **Qualifications and Experience:**

  - A Master's degree in Communication, Journalism, English Language, International Relations, Development Studies or a related technical field is required.
  - The consultant should have at least 10 years of relevant professional experience in reporting, resource mobilization, partnership development, proposal writing, editing, communications or a related field.
  - Demonstrated experience supporting annual reporting processes and results-based reporting is required. Experience preparing or quality assuring annual corporate reports, donor reports and other strategic reporting products is highly desirable.
  - The consultant should have strong experience synthesizing quantitative and qualitative evidence into clear analytical narratives, writing for external audiences and applying equity, gender, disability and humanitarian perspectives in reporting. Proven ability to quality assure facts, figures, indicators and narrative reporting and to work with confidential information under tight deadlines is required.
  - The consultant should demonstrate excellent writing, editing, analytical and coordination skills and the ability to work effectively across multiple programme and operational areas.