

Vacancy Notice No. IC/2020- 005

Terms of Reference

Assignment Title:	National Consultant for Rewriting and Editing of Report on 2019 Health Facility Assessment for Reproductive Health Commodities and Services
Duration:	10 working days
Duty Station:	Home based
Closing Date for Application:	7 July 2020 (5 pm Yangon Time)
Starting date of Assignment:	July 2020

1. **PURPOSE OF CONSULTANCY**

UNFPA provides technical support for Department of Medical Research, Maternal and Reproductive Health Division, Department of Public Health and Department of Medical Service to conduct survey on health facility for reproductive health commodities and services in Myanmar since 2014. Based on the survey results, UNFPA is planning to publish “The Report on Health Facility Assessment for Reproductive Health Commodities and Services” which surveys were conducted in 2019.

A draft report has been developed and written by a non-English native speaker/writer of Department of Medical Research. To improve the quality and readability of the report, there is need to hire an experienced English language editor who is familiar with the subject matter.

2. **SUPERVISION AND WORKING ARRANGEMENT**

The Consultant will work under day-to-day supervision of the UNFPA Programme Analyst (RHCS) and the Programme Analyst (Monitoring and Evaluation).

3. **SCOPE OF WORK AND EXPECTED DELIVERABLES**

The consultant will undertake rewriting and language editing of the report (in English language). The rewriting and editing will focus on language, presentation and flow of ideas.

Specifically, the consultant shall undertake the following tasks:

1. Rewrite, Edit and proof-read the draft and produce a final version that will be ready for design and publication. The editing will focus on spelling errors, grammar and syntax issues.
2. Ensure that references to tables, graphs, figures or maps are correct in the text and consistent.

3. Highlight (not change), through review comments, any suspected inaccuracies that may be observed in the report.
4. Submit the edited report in 2 versions: one with track changes and one clean version
5. Respond comments which might be made by UNFPA after UNFPA reviewed the outputs.

Deliverables:

1. Rewrote, edited and proof-read “2019 Health Facility Assessment for Reproductive Health Commodities and Services” (with track changes and clean version)

All work will be submitted by email as editable Microsoft Word attachments

4. DURATION AND WORKING SCHEDULE

The assignment is for 10 days in total in July 2020 and the edited report will be submitted electronically, by email. All work will be home based.

5. MONITORING AND PROGRESS CONTROL

The Consultant will liaise closely with the UNFPA Programme Analyst (RHCS) and the Programme Analyst (Monitoring and Evaluation). They will seek further guidance, whenever necessary, from the Deputy Representative.

6. QUALIFICATIONS AND EXPERIENCE

Education:

- Master degree in Medical or Social Sciences, Humanities, languages or related fields

Knowledge and Experience

- Demonstrated 5 years of professional experience in communication and editing
- High level of spoken and written English is a must.
- Dedication and belief in upholding the highest ethical standards and respect for data security and confidentiality;
- Adaptability and ability to work with people from different socio-cultural backgrounds and across different managerial levels;

7. PAYMENT SCHEDULE

Payment will be made after the end of the consultancy period and submission of the deliverables stated above.

HOW TO APPLY

Applicants with the required qualifications and experience should submit the application, which includes following documents:

- a written letter of application,
- a copy of curriculum vitae (CV),
- completed UN P11 form (<http://myanmar.unfpa.org/en/vacancies/un-p11-personal-history-form>),
- relevant education certificates and
- the names and contact information of three references.

Applications should be addressed to

Email: hr.myanmar@unfpa.org

Attention: International Operations Manager,
Room A07, UNFPA, No.6, Natmauk Road, Yangon

Application have to be written in English with clear indication for consultancy title to be referred in the email “Subject Line”.

Note:

UNFPA reserves the right to offer comparable positions to those qualified candidates that may not have been selected for the position which they applied for. These offers will be based on the needs of the organization, appropriateness and relevance to the candidate’s educational backgrounds and work experience.

Only those candidates in whose qualifications and experience the Office has further interest will be contacted for subsequent interviews. UNFPA practice relating to recruitment prohibits hiring of persons currently engaged in Government service or who have left Government service during the past 6 months.

- (i) **This vacancy is open to applicants of either sex.**
- (ii) **UNFPA provides equal opportunities to all citizens in Myanmar. The conditions governing employment are defined in the Staff Regulations and Staff Rules of UNFPA.**
- (iii) **There is no application, processing or other fee at any stage of the application process.**
- (iv) **UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.**
- (v) **UNFPA regrets its inability to reply individually or to attend to telephone queries on the above advertised post.**