



INDIVIDUAL CONSULTANCY SERVICES

Country: Occupied Palestinian Territory (oPt)

Title of Consultancy Job: Freelance Technical Writing Consultant

Type of Consultancy: National

Period of assignment: 15 July 2020 – 15 December 2020

Duty Station: remotely

You are cordially invited to submit a financial proposal using the form found in Annex 3 and should be sent to:

palestine.hr@unfpa.org by closing date and time Friday, 3 July 2020 along with links to his/her previously published articles and reports and also to submit a cover letter and recent CV.

To enable you to submit a financial proposal, enclose please find:

Annex 1	Terms of Reference (TOR)
Annex 2	UNFPA topics for the articles
Annex 3	Financial Proposal Form

Yours sincerely,



Mayyada Malki
Operations Manager
UNFPA

Annex 1 - TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Palestine
Purpose of consultancy:	<p>Background</p> <p>UNFPA, the United Nations reproductive health and rights agency works to end unmet need for family planning; end maternal death; and end violence and harmful practices against women and girls. UNFPA's mission is to deliver a world where every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled.</p> <p>UNFPA has launched a new communications strategy to build the UNFPA brand in Palestine, increase the visibility for UNFPA's issues, and firmly establish UNFPA as the go-to partner for expertise in these issues.</p> <p>Purpose</p> <p>As part of the new communications strategy, UNFPA would like to hire a freelance technical writing consultant to produce ten high quality and compelling articles featuring UNFPA's beneficiaries and documenting UNFPA's interventions on key programme areas: sexual and reproductive health, gender-based violence, young people, and humanitarian programmes. Described in Annex 1 – UNFPA Topics.</p> <p>The ten articles will be published at the UNFPA Palestine website and the UNFPA global and regional websites for different purposes, including donor's visibility, advocacy, resource mobilization, and communications for behavioral change.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>In consultation with the UNFPA's communications team and technical advisors, the consultant will:</p> <ul style="list-style-type: none"> - Undertake a desk review of UNFPA's interventions that will be highlighted in the articles, such as project documents and reports, technical papers, and videos. - Identify the main persons (beneficiaries) to be featured in the articles, in coordination with UNFPA's specialists and partners. - Conduct in-depth interviews with the identified featured persons and relevant UNFPA and implementing partners' staff. - Conceptualize, write, and edit the articles (500 - 700 words each), including texts, headlines, subheads, captions, quotes, and other story-building elements. - Respect the right and dignity of all persons featured, and collect their consent to publish their story and photograph as per UNFPA's policies. - Translate the articles into both Arabic and English. - Assist in choosing relevant photos for each of the articles. - Obtain UNFPA's approval on each article and complete all copyedit, copyrights, proofreading, and revisions requested by UNFPA.
Duration and working schedule:	<p>Start date: 15 July 2020</p> <p>End Date: 15 December 2020</p> <p>Work Schedule is not required, as the assignment is based on final deliverables to be completed and delivered to UNFPA by the consultant.</p>
Place where services are to be delivered:	The consultant will work remotely.
Delivery dates and how work will be delivered (e.g., electronic, hard copy, etc.):	<p>The consultant is required to produce two articles per month, and deliver the articles electronically by email using Microsoft Word Document format.</p> <p>Delivery dates:</p>






TERMS OF REFERENCE (to be completed by Hiring Office)	
	First article: 31 July 2020. Articles 2 nd to 9 th : 15 and 30 of each month. Last article: 15 December 2020.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will provide progress reports to UNFPA advisors via online calls held throughout the assignment weekly and as needed.
Supervisory arrangements:	The consultant will report to the UNFPA Programme and Communications Associate, Mohammed Nasr (nasr@unpfa.org , 00972599229087). The final deliverables must be shared with UNFPA as a Microsoft Word Document files, through email to UNFPA Communications Team: palcomm@unfpa.org , according to the above delivery dates.
Expected travel:	N.A.
Required expertise, qualifications and competencies, including language requirements:	The ideal candidate will have the following qualifications and competencies: <ul style="list-style-type: none">- Track record in writing featured articles, interest stories, advocacy reports, chapters and articles about topics relevant to UNFPA (sexual reproductive health and rights, gender equality and gender-based violence, adolescents and youth, population and development).- Fluent in English and Arabic, and able to write reports and human interest stories in clear and readable language.- Knowledgeable of the Palestinian context in the areas mentioned above.- Proven skills in storytelling and digital media skills, copyediting, proofreading, and digital publications.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<ul style="list-style-type: none">- Provide copies of relevant UNFPA reports and publications and any other relevant documentation to be featured in the articles.- Provide contact details of UNFPA's beneficiaries and implementing partners.- Take photography in line with UNFPA's policies.
Other relevant information or special conditions, if any:	<ul style="list-style-type: none">- The consultant ensures that the content of the articles is: accurate, appropriate, timely, and engaging conform to journalistic standards and UNFPA style/branding.- The consultant to provide links to his previously published articles and reports related to this assignment.

Annex 2 – UNFPA topics for the articles.

UNFPA Key Programme Area	Article #	Topic
Sexual and Reproductive Health	1	COVID-19 & Family Planning (FP) in Humanitarian Setting (contraceptives demand and supply, continuity of SRH services, the human rights and population development approaches to FP and SRH).
	2	Mobile Health Clinics at Area C and marginalized locations in the West Bank including home visits for high risk pregnancies (responding to vulnerable women in marginalized communities and leaving no one behind).
	3	Midwifery in Palestine (International year of nurses and midwives).
	4	Breast Cancer and UNFPA's interventions
Gender-based violence	5	Safe spaces and essential package of services to GBV survivors.
	6	GBV protection networks
	7	Economic empowerment and cash assistant for GBV survivors
	8	GBV Multi-sectoral services and referral pathways
Adolescents and Youth	9	Adolescent girls focusing on comprehensive sexuality education in Jerusalem schools and MAJD cartoon character.
	10	Peer Helpers, youth in humanitarian action responding the protection needs of their peers.

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Annex 3 – Financial Proposal Form

Description	Fee (USD)
Consultant Fees. This includes Undertaking all the tasks (& completion of all the deliverable) as detailed in the relevant Terms of Reference (TOR)	
Total Lump Sum (all inclusive) in USD – in numbers	
Total Lump Sum (all inclusive) in USD – in words :	
Name & signature of applicant : Date:	