

TERMS OF REFERENCE FOR INDIVIDUAL INTERNATIONAL EXPERT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Officer	UNFPA Cambodia Country Office
Consultancy period	October, 2024
Purpose of consultancy	<p>To refine and enhance key population and development documents for Cambodia, ensuring they are concise, accessible, and impactful for policymakers and the general public. The goal is to make these important insights on Cambodia's population dynamics more accessible and engaging, thereby facilitating informed dialogue and policy action on how Cambodia can proactively plan for the needs and optimize the well-being and potential of its evolving population.</p> <p>Specific Tasks:</p> <p>The technical editor will edit existing documents including:</p> <ul style="list-style-type: none"> a) Two Policy Briefs: one on Population Aging in Cambodia and one on Fertility in Cambodia; b) Two Discussion Papers: one on Population Aging in Cambodia and one on Fertility; <p>The technical editor will create documents including:</p> <ul style="list-style-type: none"> c) Based on these, the consultant will create two Fact Sheets (one per topic) of no more than 2 pages per Fact Sheet; d) Based on the above 3 items, edit and improve an existing PowerPoint presentation on these 2 topics to include improved text, visualizations, including showing data change over time. <p>Through these tasks, the technical editor will contribute to making insights on Cambodia's population dynamics more accessible and impactful for policymakers and the public.</p>
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>Background and Rationale:</p> <p>UNFPA Cambodia has recently developed evidence-based materials on Cambodia's evolving population dynamics, including two discussion papers. These materials cover topics such as fertility trends, population aging, and their socio-economic implications. While the content is comprehensive and technically sound, there is a need to make these documents more accessible to policymakers and the general public.</p> <p>The current materials use complex technical language and jargon, which may limit their effectiveness in communicating key messages to a broader audience. To maximize the impact of these important insights on population dynamics, UNFPA Cambodia seeks to refine and simplify these documents without losing their essential meaning.</p>

Objectives and Scope of the assignment:

The primary objective of this consultancy is to edit and refine existing materials on Cambodia's population dynamics to make them more accessible, engaging, and impactful for policymakers and the general public. Stronger emphasis on making documents very easy to understand for policymakers and everyone.

Specifically, the consultant will be responsible for editing the following:

1. Edit and simplify two existing **discussion papers** on fertility and aging; both which cover Cambodia's evolving population dynamics, ensuring key messages are clear and easily understood by non-technical audiences.
2. Edit and simplify two existing **policy briefs**; one on fertility and one on population aging.
3. Based on the discussion papers and policy briefs, **create two Factsheets**:
 - a) One on Population Aging in Cambodia
 - b) One on the Implications of Potential Fertility Decline in Cambodia
4. Revise the existing **PowerPoint presentation** to effectively communicate key findings and recommendations to relevant stakeholders in a clear, concise manner. Create more accessible visuals, including improved data visualization graphs that show changes over time.

The consultant will focus on:

- Simplifying complex technical language and concepts without losing essential meaning
- Improving the structure and flow of documents for better readability
- Ensuring consistency in terminology and style throughout all materials
- Suggesting appropriate visual aids or explanatory boxes to enhance understanding of key concepts
- Adapting the tone and language to be more accessible to policymakers and the general public

Outputs of the consultancy include:

1. Two edited policy briefs: Fertility and Aging
2. Two discussion papers: Fertility and Aging
3. Two Fact Sheets: Fertility and Aging and;
4. Two PowerPoint presentations on Fertility and Aging with improved graphics and visualizations

These outputs reflect the tasks of condensing existing discussion papers into concise fact sheets, editing the original papers for better public understanding, and providing feedback on the process. This aligns with the editorial nature of the consultancy, focusing on refining and improving existing materials rather than creating new content.

Work schedule and arrangements:

The international technical editor will work remotely for the duration of this consultancy. The editor will work closely with the Cambodia CO Representative, PD Analyst, and other programme leads of UNFPA in October 2024.

	<p>The technical editor is expected to:</p> <ol style="list-style-type: none"> 1. Review and edit existing materials provided by the UNFPA Cambodia Country Office. 2. Edit documents as per outputs above to make them more accessible for general public use. 3. Ensure all edited documents are easy to understand for policymakers and the general public. 4. Maintain regular communication with the UNFPA team through email, video calls, or other agreed-upon methods. 5. Submit drafts and final versions of edited materials according to the agreed-upon timeline. <p>The technical editor is not required to travel to Cambodia or meet in person with stakeholders. All work will be conducted remotely, with virtual meetings as necessary to discuss the materials and receive feedback from the UNFPA team.</p> <p>Expected Outputs:</p> <ol style="list-style-type: none"> 1. Two edited and approved Policy Briefs: one on Population Aging in Cambodia and one on Fertility in Cambodia; 2. Two edited and approved Discussion Papers: one on Population Aging in Cambodia and one on Fertility; <p>The technical editor will create documents including:</p> <ol style="list-style-type: none"> 1. Two approved Fact Sheets (one per topic) of no more than 2 pages per Fact Sheet; 2. Two PowerPoint presentations with improved text, visualizations, including showing data change over time. <p>Edited and created documents should include:</p> <ol style="list-style-type: none"> a). Simplified complex technical language and concepts without losing essential meaning b). Improved structure and flow for better readability c). Consistent terminology and style throughout the documents d). Improved visual aids and explanatory boxes to enhance understanding of key concepts <p>Brief report of no more than 1 page on the editing process, including:</p> <ol style="list-style-type: none"> e). Summary of major changes made to improve accessibility f). Challenges encountered in simplifying the content g). Recommendations for future document development to enhance public understanding of population dynamics issues <p>All outputs should be delivered electronically by the agreed-upon deadline, ensuring they are in line with UNFPA style guidelines and branding requirements.</p>
Duration and working	The international technical editor shall complete the assignment within a two-week

<p>schedule</p>	<p>timeframe, which is expected to commence in October 2024. The tasks working days are estimated at 7 - 10 working days.</p> <p>Payment will be made upon adequate completion of tasks to the quality set out by UNFPA. This is a results-based contract and payment will be made based upon deliverables - not on a daily rate.</p>
<p>Place where services are to be delivered:</p>	<p>This is a remote, desk-based assignment. The technical editor can be located anywhere globally, as long as they can effectively communicate with the UNFPA Cambodia Country Office team during Cambodia office hours.</p> <p>While the consultant is not required to be physically present in Cambodia, s/he should be available during reasonable working hours that overlap with the Phnom Penh time zone (UTC+7) to facilitate communication with the UNFPA team and stakeholders as needed.</p> <p>All deliverables will be submitted electronically. No travel is required or anticipated for this consultancy. In the unlikely event that travel becomes necessary, it would be discussed and arranged separately from this contract.</p>
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>All deliverables should be submitted electronically by 1 November, 2024.</p> <p>The consultant should submit all documents in editable formats (e.g., Microsoft Word) as well as PDF versions. Any accompanying graphics or data visualizations should be provided in their original editable formats.</p> <p>All outputs should be delivered electronically by the agreed-upon deadline, ensuring they are in line with UNFPA style guidelines and branding requirements.</p>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline.</p> <p>The Assistant Representative of UNFPA CO will monitor the progress of this consultancy in coordination with the Representative and PD Analyst. The technical editor will be required to provide brief weekly progress updates via email.</p>
<p>Supervisory arrangements:</p>	<p>The technical editor will report to the Representative of the UNFPA Cambodia CO. The editor is expected to work remotely, maintaining regular communication with the UNFPA Cambodia CO team, primarily through email and video calls with the Assistant Representative and the PD Analyst.</p> <p>The supervisor(s) and CO team members will have interactions with the editor at key stages to:</p> <ul style="list-style-type: none"> • Brief the editor and provide clarity on the assignment, process, and deliverables; • Provide key documents relevant to the deliverables; • Facilitate communication with key stakeholders if necessary; and • Provide feedback on drafts and agree on revisions. <p>Upon completion of the assignment, the supervisor(s) will review and approve the final deliverables, evaluate the editor's work, and process the payment.</p>

Expected travel:	This assignment is entirely home-based. No travel is required or expected.
Required expertise, qualifications, and competencies, including language requirements:	<ul style="list-style-type: none"> • <u>Advanced degree</u> in English, journalism, communications, or a related field with a focus on technical or scientific writing/editing <u>with at least 5 years of experience</u> in technical editing, preferably in the fields of population dynamics, development, or public health, or <u>bachelor's degree</u> (same fields as above), with <u>at least 7 years of experiences</u> (same fields as above). • Demonstrated ability to simplify complex technical content for non-specialist audiences. • Strong understanding of population and development issues, particularly in the context of Southeast Asia preferred. • Excellent writing and editing skills in English. • Proficiency in data visualization and the ability to suggest appropriate visual representations of complex information. • Experience working with UN agencies or international organizations is an advantage. • Familiarity with UNFPA's mandate and work in population and development is desirable.
Other relevant information:	This is a results-based contract, and payment will be made upon successful completion and approval of deliverables. The editor is expected to provide high-quality, polished materials. Any additional support required, such as fact-checking or specialized knowledge consultation, should be factored into the editor's proposed timeline and approach.
Other relevant information or special conditions, if any:	Interested candidates should submit their CV, a brief cover letter highlighting relevant experience, and two samples of their editing work to cambodia-procurement@unfpa.org . The P-11 form is available for download at http://www.unfpa.org/resources/p11-un-personal-history-form .
Prepared by: Soktha Yi, PD Analyst *(On mission aboard and has limited access to email)	
Reviewed by: Tum May, Assistant Representative	
Approved by: Sandra Bernklau, Representative	