TAHUB16:
Call for Writers, Editors and Proofreaders

TERMS OF REFERENCE	
Hiring Office:	2gether 4 SRHR
Background of consultancy	The 2gether 4 SRHR is a joint United Nations Regional Programme that brings together the combined efforts of UNAIDS, UNFPA, UNICEF, and WHO to improve the sexual and reproductive health and rights (SRHR) of all people in Eastern and Southern Africa. One of the objectives of the programme is to provide timely and quality-assured technical assistance (TA) to continental and regional economic communities, parliamentary fora, participating United Nations agencies, and countries. To achieve this, the Programme developed a TA Hub, a roster of pre-determined and quality-assured technical experts working on SRHR in the region. This open call is for technical experts to be considered for inclusion in the TA Hub. Applicants will be assessed based on the call, relevant qualifications, previous experience, and examples of work. Once included in the Hub, candidates will have access to consulting opportunities in the region. Selected candidates will be contracted by one of the four participating UN agencies of 2gether 4 SRHR or other partners using their internal policies and procedures. Inclusion in the TA Hub does not constitute a contractual obligation by any participating party. Consultants will be contracted on a deliverable or daily-rate basis in alignment with standard UN consultancy bands, dependent on experience and the specific contracting agency.
Purpose of consultancy:	2gether 4 SRHR is seeking a pool of technical experts to provide writing, copyediting and proofreading services in English, and as required, French and/or Portuguese, ensuring high-quality content for communication, publication, programmatic, and advocacy purposes. The products will vary: reports, policy briefs, toolkits, case studies, human interest stories, fact sheets and more. The candidates who are selected to be part of the Hub will work with technical and communications experts from the contracting agency to identify the knowledge product to be developed/edited or proofread. Products will be geared for external use, evidence-based, impact-led and be suitable and applicable for a wide range of audiences interested and working in the field of SRHR.
How to apply:	Complete your application through the 2gether 4 SRHR Technical Assistance Hub: https://tahub.2gether4srhr.org/ Upon registering you will be asked to input the title of the Call you are applying for: TAHub16/writer-editor-proofreader **Note**: When applying, indicate (a) the role(s) you are applying for (writer, editor and/or proofreader) and (b) your working language(s) (English, or French, or Portuguese). Work samples are required for each role and each language applied for. Current assignments are expected to be primarily in English; French and Portuguese assignments may arise as programme needs develop.

Scope of work: *(Description of services, activities, or outputs)*	The selected consultant will work under the direction of the hiring manager to write, or edit, or proofread products, ensuring high quality content, in line with the following: **SCOPE OF WORK:** **(1) Writing** ● Holding initial consultations with the hiring team to understand scope of assignment, agreeing on details including: tone, style and structure of product. ● Develop a work plan to ensure outputs and deadlines are adhered to. ● Gathering information on country or thematic-specific interventions or activities related to the work of 2gether 4 SRHR, which may involve interviews, consultations, literature review and more. Content gathered and written must have consent captured and sources cited accurately. ● Writing drafts of the product in line with UN editorial guidelines, and refine material following feedback and edits. ● Submission of final writing products. **(2) Copyediting** ● Hold consultation meetings with the hiring agency to understand scope of assignment and agree on deadlines and deliverable submissions, including whether the assignment requires basic copyediting or substantive editing services. *Examples of tasks are noted below. A complete list of editing requirements (basic or substantive) will be provided during the recruitment process:* ● Ensure consistency of editorial style, including grammar, punctuation and spelling, adhering to UN Editorial Style Guide, using track changes to mark correctness and consistency. ● Propose editorial changes for greater clarity, impact and writing strength, while also eliminating jargon, wordiness and inconsistent abbreviations. ● Check references, cross-referencing, titles, names, captions, organizations, event titles, etc., and proper sequencing of lists. ● Check the spelling and presentation of Member States' names, and proper names (for cities, international conventions, conferences, nongovernmental organizations, named individuals, etc.) ● Ensure that UN Referencing Style (as elaborated in the UN editorial manual) has been used for reference lists and bibliographies and that the information for each reference is complete ● Check that any tables, figures, text boxes, annexes, and web annexes are correctly cited in the text ● Check for and eliminate or query discriminatory language ● Monitor the overall structure for logical flow and balance and advise/consult on how to rectify if necessary ● Prepare instructions for the graphic designer, if needed, and revise the material to take account of comments of reviewers and additional material supplied by the author(s). **(3) Proofreading**

	• Check grammar and punctuation for correctness and consistency • Check spelling for correctness, conformity to the UN's editorial style and online manual • Review text and correct typographical or formatting errors • Ensure that page numbers, chart labels and captions are error-free • Check web links, if applicable • Check tables/figures with the word document to ensure alignment of numbers • Ensure that changes made at the proof stage are accurately made by the designer.
Duration and working schedule:	The candidates will be pre-vetted and contacted as and when documents and knowledge products reach the writing, editing or proofreading stages.
Place where services are to be delivered:	The completed work is to be submitted electronically to the hiring manager.
Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.):	Deliverables: 1. Agreed work plan with timelines and delivery dates 2. Submission of drafts (written, edited, or proofread) 3. Edits and feedback incorporated into final submitted products. The timeline will be developed with the hiring manager.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will be required to provide regular updates via email to monitor adherence to tight schedules.
Supervisory arrangements:	The supervisory arrangements will be determined by the technical assignment.
Expected travel:	No travel is expected. The work will be done remotely.
Required expertise, qualifications and competencies, including language requirements:	**Important:** Applications are assessed solely on the information provided in the CV, application form and work samples. Applicants are strongly encouraged to show clearly how they meet each essential criterion below. Education: • Advanced university degree (Master's) in Journalism, Communications, English or another relevant language, Development Studies, or a related field. A first-level university degree with an additional two years of relevant experience may be accepted in lieu of the advanced degree. **Essential Criteria (all roles):** • Minimum 7 years at the national or international level in role(s) applied for (writing, editing and/or proofreading). Experience must be demonstrated separately for each role applied for.

	• Demonstrated working knowledge of the editorial and referencing standards relevant to each language applied for. • Native-level fluency or expert command of written and spoken English. **Role-Specific Essential Criteria:** • **Writers:** Demonstrated experience producing external-facing, impact-driven communications and knowledge products, including ability to synthesize complex information into user-friendly narratives, and gather information through interviews and literature review. • **Editors:** Demonstrated experience in both basic copyediting and substantive editing of technical or institutional knowledge products or publications. • **Proofreaders:** Demonstrated experience proofreading designed/typeset publications at proof stage, including checking tables, figures, captions, links and pagination. **Desired Criteria:** • Previous experience writing, editing, or proofreading for UN agencies (including UNFPA, WHO, UNAIDS, or UNICEF) or international NGOs. • Demonstrated experience and familiarity of thematic areas linked to sexual and reproductive health and rights, or a related field, in East and Southern Africa **Work samples (required):** Applicants must submit samples for each role and each language applied for, produced within the last five years. Please provide a maximum of 3 of your best work samples total, clearly indicating the role (writer, editor, or proofreader) and language they represent.
Inputs / services to be provided	The contracting agency will provide all relevant background documents to help inform the development of writing, editing or proofreading work.
Other relevant information or special conditions.	Complete your application through the 2gether 4 SRHR TA Hub: https://tahub.2gether4srhr.org/ Upon registering you will be asked to input the title of the Call you are applying for: TAHub16/writer-editor-proofreader. **Note**: When applying, indicate (a) the role(s) you are applying for (writer, editor and/or proofreader) and (b) your working language(s) (English, French and/or Portuguese). Work samples are required for each role and each language applied for. Current assignments are expected to be primarily in English; French and Portuguese assignments may arise as programme needs develop.