

## TERMS OF REFERENCES

Report writer

<b>Job Title</b>	<b>Report writer and editor</b>
<b>Contract type</b>	<b>Consultancy</b>
<b>UNIT/ DIVISION</b>	CO/division
<b>Duty station (City, Country)</b>	[include country and city or if work remotely specify residence and possible missions]
<b>Duration</b>	WAE: 30 working days [within the period DD/MM/YYYY until D/MM/YYYY] or Regular: DD/MM/YYYY until D/MM/YYYY

## BACKGROUND AND PURPOSE OF THE ASSIGNMENT

*[This section should highlight the context of the country and the operation within which the assessment is to be carried out]*

### Example

(Place) is characterized by high food insecurity and malnutrition with rates of child malnutrition and maternal mortality being amongst the highest in the world. The country faces multi-dimensional challenges: High population growth (percentage %) associated with gender inequalities; poor access to social infrastructure; long-lasting effects of the triple F-crisis (food, fuel, financial) increasing the number of people affected by food insecurity and poverty; internal conflicts in several parts of the country, such as (place) in the north, (place) in the south; continuous influx of refugees from (place) and (place); and recurrent droughts and floods.

(Place) is one of the countries affected by the political unrest in the (region). In many parts of the country, including the capital (place), protesters are calling for (political cause). Given the tribal organization of the society, the situation is highly volatile and there is a risk of political disruptions and increased escalations and insecurity within the next weeks and months.

The Food Security assesment will enhance the food security knowledge base to inform programme decision-making to combat transitory and chronic food insecurity in (place).

## ACCOUNTABILITIES/ RESPONSIBILITIES

[include all specific tasks]

Examples:

The services of a professional writer / editor are required to support the CFSS team in presenting the food security analyses in a compelling and easy to understand way for decision-making and food security advocacy purposes.

The writer/editor will be specifically responsible to:

- Write and edit the FS assesment document with key messages and programme implications clearly highlighted.
- Edit text and correct grammar, style and inconsistencies and ensure consistent and attractive layout of the food security assessment.
- Assist food security analysts in drafting text and suggest ways of presenting complex analyses in a convincing and easy to understand manner.
- Based on the analysis, assist in the preparation of a range of advocacy material, including executive summaries, thematic briefs and flyers, when required.

## TEMPLATE TO BE ADAPTED TO THE CONTEXT

- He/she will work under direct supervision of the Senior Programme Adviser (CFSVA).

### DELIVERABLES

[list all deliverable to be accomplished by the end of the contract]

Examples:

- Presentation with final results to be presented to management
- Initial draft report at the end of the in-country period ready for circulation to stakeholders
- Final report with all comments for stakeholders incorporated
- An executive summary report to be used as an advocacy piece for the country office

### TIMEFRAME

[list tasks and expected deliverables by date]

Examples

- Provide writing support in (place) for the period of (DD/MM- DD/MM).
- Time in (place) may be extended as needed and will culminate with a presentation of preliminary results.
- Incorporation of comments and creation of final report and executive summary during the period between (DD/MM- DD/MM).

### QUALIFICATIONS & EXPERIENCE REQUIRED

[insert education, working experience, technical skills, knowledge of specific software's/tools]

<b>Education</b>	Advanced University Degree or university degree with experience and advanced courses/training in in communications and/or journalism or English;
<b>Experience</b>	<ul style="list-style-type: none"><li>- At least five years of professional experience in journalism, or related communication field.</li><li>- He/she should possess Excellent English language writing and editing.</li><li>- He/she should also have a proven track record of published communication material for advocacy on development issues.</li><li>- Working experience in development or humanitarian environment is desirable.</li></ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"><li>- She/he should be organized and responsible and able to meet deadlines.</li><li>- Advanced computer skills, including skills in windows based word processing</li></ul>
<b>Languages</b>	Excellent spoken and written [language] required, Intermediate knowledge if a second official UN language highly desired

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