

## **Reviser/Editor for the *International Recommendations for Culture Satellite Account* Manuscript**

### **Terms of Reference (TOR)**

#### **Background:**

In 2017, as part of its work on the measurement of the economic dimension of culture and its work to develop new methodologies and international standards, the UIS, in collaboration with the United Nations Statistics Division (UNSD), produced the first draft of the *International Recommendations for Culture Satellite Account (CSA)*. The new standard will provide the model for the development of national culture satellite accounts.

In 2017, the UIS established the UIS CSA Technical Advisory Group (CSA TAG) to guide the development of the CSA. The first meeting of the UIS CSA TAG was in Tokyo, Japan from the 31<sup>st</sup> of October to the 2nd of November 2018. The purpose of the meeting was to discuss and make recommendations on selected methodological issues and the content and layout of the draft document.

#### **Work assignment:**

The UIS is now looking for a reviser/editor that will revise the first draft of the document to produce a second draft for use for a global consultation that will take place in Q4 2019. The consultant would then analyse the comments received in such consultation and provide recommendations on moving forward to UIS.

Working under the guidance of the Science, Culture and Communication Section and in close collaboration with UNSD, the consultant will revise and produce one version of the document and provide recommendations. The work includes:

- The production of a second CSA draft and revised list of tables (revised 1<sup>st</sup> draft)
- The production of analysis and recommendation after global consultation

The scope of the work will need to consider the following:

- 1<sup>st</sup> draft of the CSA document produced in 2017
- Results of the UIS TAG review of the 1<sup>st</sup> draft CSA document
- Results and recommendations from the 2018 1<sup>st</sup> CSA TAG Meeting held in Tokyo, Japan.
- The issues/concept papers produced for the CSA TAG meeting in 2018

- Feedback received from CSA TAG consultation
- Results of the 2019 Global consultation on the 2<sup>nd</sup> draft
- The document will follow the established United Nations guidelines for format and style

Some travel may be required. The consultant will maintain regular communication and exchanges with UIS and UNSD during the course of the work assignment.

### **Deliverables and Timetable:**

The report(s) are to be produced in English and in accordance with the following tentative schedule:

1. Submission of partial 2<sup>nd</sup> draft CSA document **(15 June 2019)**
2. Submission of a completed 2<sup>nd</sup> draft CSA document for global consultation **(29 August 2019)**
3. Submission of a report including analysis and recommendations **(15 January 2020)**

### **Expected duration of the assignment:**

It is estimated that the consultancy will require the equivalent of 4 months full-time work to be carried out within the project calendar of April 2019-January 2020

### **Qualifications and experience required:**

- The applicant must have a University degree in economics or related applied quantitative discipline or in the field of cultural economics;
- At least 10 years of relevant professional experience in economic statistics and/or economic research and/or working with Systems of National Accounts;
- Excellent English writing and editing skills; and
- Ability to conduct research.

### **Expression of interest**

Your written should comprise:

(a) A Technical Proposal consisting of

- an up to date curriculum vitae,
- examples of past experience in this area of work and references, and
- an approach and methodology for the assignment, a workplan and comments on the Terms of Reference if any (in brief).

(b) The amount to be charged for the assignment, which should be quoted in US dollars. Please show any travel costs separately, if applicable.

Your proposal must be in English and any supporting documents must be in either English or French.

UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost on the technical elements. From those proposals deemed suitable in terms of the criteria in the Terms of Reference, UNESCO shall select the proposal that offers the Organisation best value for money.

**Selection process:**

Selection will be based on:

1. The relevance of the academic credentials and professional experience.
2. Proposed fee.

**Your proposal should be submitted by e-mail no later than close of business (18:00) on 21 March 2019. E-mail proposals should not exceed 5MB.**

**The e-mail address is:**

[uis.procurement@unesco.org](mailto:uis.procurement@unesco.org)

**Please indicate your name and “Consultancy – CSA” in the subject line.**

It is the individual’s responsibility to ensure that his/her proposal is received by the deadline.

Thank you for your interest in this UNESCO assignment; and we look forward to receiving your proposal.