



United
Nations
Educational,
Scientific and
Cultural
Organization

Organisation
des Nations
Unies

pour
l'éducation, la
science et la
culture

Consultancy contract

Request for written proposal

Reference: GEM Reports 2020 – Production Consultant

Request to submit a written proposal for a work assignment with UNESCO

UNESCO is inviting written proposals from Individuals for the work assignment described in attachment A.

To enable you to prepare a proposal for this assignment, please find attached the following documents:

- Terms of Reference (see attachment A);
- Background note (see attachment B)

Your written proposal should comprise:

a) A Technical Proposal consisting of:

- an up to date curriculum vitae (in UNESCO format, see: https://en.unesco.org/gem-report/sites/gem-report/files/UNESCO_CV_Form.doc)
- an approach and methodology for the assignment, including a work plan in line with the Terms of Reference.

b) The amount to be charged for the assignment, which should be quoted in US dollars or in euros only for the period :
2 December 2019 – 15 April 2020 **as a monthly fee.**

Please include any costs for travel to Paris as a separate budget line.

Your proposal and supporting documents must be in English.

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 relation to the criteria set forth in the Terms of Reference, UNESCO shall select the proposal that offers the Organization best value for money.

Your proposal should be submitted by e-mail no later than close of business (18:00) on 17 November 2019. E-mail proposals should not exceed 5MB.

The e-mail should be addressed to

Kate Redman: k.redman@unesco.org

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.

Kate Redman
Senior communications and Advocacy Specialist
Global Education Monitoring Report

Attachment A

Terms of Reference –Production Consultant

DUTIES AND REQUIREMENTS

Under the overall direction of the Communications and Advocacy Specialist, and the direct supervision of the Publications Manager, the consultant will support the GEM Report team in preparing, coordinating and providing support to the production of the 2020 GEM Report and its related materials.

This will entail:

- Support all aspects of production of the Full 2020 GEM Report (500 pages), including references, statistical tables, proofreading, fact checking, file management and printing orders.
- Support all aspects of production of the Summary (60 pages) of the GEM Report.
- Lead all aspects of production of the Latin America and the Caribbean 2020 GEM Report on inclusion and education (70 pages per regional report).
- Lead the coordination of the translated editions of the Report (500 pages), Summary (60 pages) and Policy Papers (32 pages), including the revision and quality control of French and Spanish translations.
- Provide support with the production of other outreach related material including policy papers (32 pages), regional reports (70 pages per report), communication materials and flyers.
- Provide production support as needed on other products developed by to the GEM Report communication team.

The consultant will need to demonstrate excellent knowledge (written and spoken) of English or French and good working knowledge of the other.

Deliverables

- Final layout produced for the Statistical Tables in the 2020 GEM Report by 31/12/2019
- First proofs of all Report chapters produced by 31/01/2020
- Summary translated into at least six languages by 28/02/2020
- Quality control of French and Spanish language 2020 Gem Report products carried out by 28/03/2020
- Communications materials produced for 2020 GEM Report launch events and promotion by 15 April 2020

Attachment B. Background note

Global Education Monitoring Report 2020

The Global Education Monitoring Report (or GEM Report), formerly known as the Education for All Global Monitoring Report (GMR), is an editorially independent, authoritative, and evidence-based annual report that monitors progress in education in the Sustainable Development Goals (SDGs), which have been adopted as part of the 2030 Agenda for Sustainable Development. The Report is funded by a group of governments, multilateral agencies and foundations and published annually by UNESCO to serve the international community. It is widely recognised as an indispensable advocacy and technical tool supporting inclusive and equitable quality education and promoting lifelong learning for all.

With its renewed mandate, established in the Incheon Declaration of the World Education Forum in May 2015, the annual GEM Report series has two objectives: provide updates on national, regional and global progress with respect to the SDG 4 monitoring framework; and analyse a major theme identified in the Education 2030 Framework for Action that puts progress towards the education targets at risk, proposing effective policies and making recommendations. The theme of the 2020 GEM Report will be inclusive education. Originally, the concept was focused on students with disabilities. Over time, inclusive education has taken on a broader meaning, encompassing all learners and focusing on policies to provide quality education to all. The Report will cover all mechanisms that expose any children, youth and adults to exclusion risks, while maintaining a special focus on people with disabilities.

In response to the need to increase its relevance and policy impact on countries; the GEM Report team will develop a special, regional-focused companion publication of the 2020 Report. These would focus on the theme of inclusion in a region (Latin America and the Caribbean) in order to increase relevance and impact. It would be the first in a series of annual regional companion reports that would extend the approach already followed with the youth- and gender-focused publications.