

Consultancy contract

Request for written proposal

Reference: GEM REPORT 2021 – Writer-Editor - Individual consultancy contract – authorship work

Date: 22nd of April 2020

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);

Your written proposal should comprise:

- a) A Technical Proposal consisting of
 - i. an up to date curriculum vitae;
 - ii. an approach and methodology for the assignment, a work plan 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, GBP or in euros only. Please include the following cost breakdowns:
 - i. Editing and rewriting rate per page of 320 words;
 - ii. Writing rate per blog of approximately 1,000 words;
 - iii. Editing and rewriting rate on a monthly full-time basis (based on 5 working days per week);
 - iv. Editing and rewriting rate on a monthly part-time basis (based on 3 working days per week)

Please include any travel costs separately.

Your proposal and any 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 terms of the criteria in the Terms of Reference, UNESCO shall select the proposal that offers the Organisation best value for money.

Your proposal should be submitted by e-mail no later than close of business (18:00) on Friday the 29th of May. E-mail proposals should not exceed 5MB.

The e-mail should be addressed to the GEM Report Publications Manager, Madeleine Barry (m.barry@unesco.org).

Please submit any questions to m.barry@unesco.org by the 15th of May. Questions will be answered by the 22nd of May at the latest.

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.

Morgan Strecker

Team Manager

Global Education Monitoring Report

Global Education Monitoring Report 2021

Background:

The Global Education Monitoring Report (or GEM Report) is an editorially independent, authoritative, and evidence-based annual report that monitors progress towards the global education goal and targets adopted at the UN General Assembly in September 2015. Each annual GEM Report series will identify effective education policies and analyse a major theme or topic. The Report is funded by a group of governments, multilateral agencies and private foundations and published annually by UNESCO to serve the international community. It is widely recognised as an indispensable advocacy and technical tool for ensuring the provision of quality basic education for all and other policy priorities in education and learning.

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 2021 version of the Global Education Monitoring Report will tackle the issue of the public versus private role in education - to monitor the situation, inform and advance research and provide policy recommendations.

Among its objectives is to broaden the conversation on the many ways in which non-state actors are involved in education systems – providing education (private, NGO, faith-based or community schooling); providing ancillary services (school meals, technology, conducting assessments, supplementary tutoring); influencing education system functioning and financing (equity implications; influence over national policies; additional resource mobilization prospects); and the state role in the process (regulatory frameworks, accountability mechanisms).

The Report will reflect on the most recent developments in the non-state actors' landscape. As global corporations or philanthropic foundations increase their interest in what and how education is delivered, their influence and prominence in the global education community as well as in their dealings with countries creates new challenges and opportunities for public-private interactions. Similarly, as governments grapple with providing early childhood education for all in the SDG era, many public-private arrangements are likely being developed or expanded.

The concept now is available [here](#).

Objectives:

The work of the consultant has two main objectives with respect to the GEM Report and related outputs:

1. Adapt and rewrite the draft text of the Report and related outputs to ensure that their key messages are drawn and made clear for its wide, diverse and often non-technical readership.

The draft text of the Report is authored by the research team and is occasionally overly technical. The consultant will need to revise and rewrite parts of the report accordingly in order to make it more accessible to its readers, which include decision-makers: ministers, policy-makers, parliamentarians and planners.

2. Carry out standard editorial tasks in the English versions of the Report and related outputs: For a detailed list of the Terms of Reference please see Attachment 1.

This work will involve close collaboration with the researchers and the communications specialist during the drafting process. During the final editing of the Report, the consultant will work closely with the Director of the GEM Report, in close liaison with the publications manager and the copy-editor.

The selected applicant will need to work in an accurate and timely fashion, be used to tight deadlines and be responsive and constructive.

A minimum of 7 years of relevant professional experience is required. Experience of education or development editing would be an advantage.

Tasks:

The Consultant's tasks consist of editing the report and rewriting sections of the report and all other material produced by the team as detailed below. The estimated word counts below are based on the 2020 cycle and are to be considered as a rough estimate. These are provided as an indication of the workload, and to enable applicants to provide an accurate cost estimate.

The GEM Report (450 pages) approximately 15 months between each cycle.

Summary Report (40 pages), approximately 15 months between each cycle.

Easy-to-read Summary Report (10 pages), approximately 15 months between each cycle.

Youth Report (20 pages), approximately 15 months between each cycle.

Gender Report (60 pages), approximately 15 months between each cycle.

Spotlight Report (60 pages), one per year.

Regional Reports (100 pages), one per year.

Policy papers: (16 pages each) 6 per year; and

Blogs (3 pages each), approximately 12 per year.

Timing:

Editing of the report, summary report, youth report and gender report will take place approximately between November 2020 and June 2021 (8 months). The estimated timelines are based on the 2020 cycle and are to be considered as a rough estimate. These are provided as an indication of the timeframe, and to enable applicants to provide an accurate cost estimate.

For the report, summary report, youth report and gender report, the successful applicant will be required to work on a part-time basis (3 working days per week) for the months of November to January (total duration: 3 months) and will be required to work on a full time basis (5 working days per week) for the months of February, March, April, May and June 2021 (total duration: 5 months). This work can be carried-out at UNESCO headquarters in Paris, or from a distance. Other materials will be sent on an ad-hoc basis.

Attachment A

Terms of Reference

The consultant will be responsible for the following tasks/duties:

- 1. Adapt and rewrite the draft text of the Report and related outputs to ensure that their key messages are drawn and made clear for its wide, diverse and often non-technical readership.**

The draft text of the Report is authored by the research team and is occasionally overly technical. The consultant will need to revise and rewrite parts of the report accordingly in order to make it more accessible to its readers, which include decision-makers: ministers, policy-makers, parliamentarians and planners.

- In collaboration with the Director, the researchers and the communications specialist, help identify key policy messages.
- Ensure that these messages stand out clearly in the relevant text of the Report and related outputs and are communicated effectively and consistently.
- Ensure that the text is well written and logically structured.
- Rewrite text when necessary to communicate messages in the best possible way.
- Provide advice, when necessary, to researchers for restructuring or rewriting text to communicate messages in the best possible way.

2. Carry out standard editorial tasks in the English versions of the Report and related outputs:

- Ensure that the text is well written and logically structured.
- Make in-depth grammar and stylistic corrections, even re-writing full sentences to obtain the best written English;
- Ensure that text is in line with the United Nations and GEM Report style guides, notably with the use of country names and that hyphens and capital letters are used consistently.
- In collaboration with the publications manager, copy-editor and proofreader, update the GEM Report style guide when new stylistic decisions are made.
- Correct typographical errors, punctuation and spelling.
- In collaboration with the researchers, ensure that all references and sources are accurately and consistently stipulated.
- Check that illustrations and captions are correct and sources are clearly referenced.
- Check that figures and tables are consistently and accurately referred to in the main text.

- Review and incorporate the work of the copy-editor into the final text; liaise with copy-writer to resolve any issues.

- Ensure that the Word document is sent to the graphic designers in the correct format (consistent line spacing and paragraph/table formatting).

This work will involve close collaboration with the researchers and the communications specialist during the drafting process. During the final editing of the Report, the consultant will work closely with the Director of the GEM Report, in close liaison with the publications manager and the copy-editor.

The selected applicant will need to work in an accurate and timely fashion, be used to tight deadlines and be responsive and constructive.

A minimum of 7 years of relevant professional experience is required.