



Request for written proposal

Reference: Maternity Cover - Publishing Specialist Consultant

Deadline for application: 12 April 2021

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:
 - i. an up to date curriculum vitae
 - ii. an approach and methodology for the assignment, including a cover letter.
- B) A financial proposal consisting of the amount to be charged for the assignment expressed **as a monthly fee**, which should be quoted in US dollars or in Euros only for the period **3 May 2021 – 28 January 2022** (full-time).

This consultancy can be carried-out remotely.

Your proposal and 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 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) **12 April 2021**. Email proposals should not exceed 5MB.

The email should be addressed to k.redman@unesco.org.

For further information, please contact Madeleine Barry: m.barry@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 (GEM) Report

Attachment A

Terms of Reference - Maternity Cover - Publishing Specialist Consultant

Under the supervision of the GEM Report Senior Communications and Advocacy Specialist, and working with the Social Media and Web Manager, the Publishing Specialist Maternity Cover will be responsible for overseeing all aspects of the production, translation, layout and printing of materials produced by the Global Education Monitoring Report (GEM Report). He/she will be responsible for the quality and timely completion of all aspects of the GEM Report publication process and of other GEM Report publications and activities as needed.

To do this, s/he will be responsible for:

1. Overall management of the Publication processes, including:
 - Producing key documents and liaising with the publications boards of both UNESCO and the Education Sector. Establishing co-publishing agreements with external partners as required.
2. Quality control of GEM Report production:
 - Monitor and perform quality control of the copy-editing, graphic design, proofreading, translation and printing services, ensuring timely delivery and professional quality.
3. Oversight of production of GEM Report and its materials on the basis of a pre-defined production schedule for 2021:
 - Secure outside and internal services for editing, copy-editing, graphic design, proofreading, and translating of Report materials in all UN languages as required and assist the Senior Communications and Advocacy Specialist in establishing contracts ;
 - Coordinate the activities of the editorial, graphic design, and translation teams by serving as liaison between these teams and the GEM Report team and providing guidance on production-related issues;
 - Assist partners producing UN language editions of GEM Report materials, by transferring materials to these teams and providing guidance on production-related issues;
 - Coordinate, supervise and adjust the production schedules as needed for the GEM Report and its related materials.
4. Raise awareness of the Global Education Monitoring Report in key audiences:
 - Produce outreach materials for GEM Report events.
5. Support for the Communications Team:
 - Ensure timely quality translation and layout of press materials in all UN languages (plus other languages as needed);
 - As part of the communications team, provide general assistance as required for the distribution of the Report to Field Offices and other partners, ensuring continued availability of materials,
 - Provide other communications support as required.

Deliverables:

1. End May 2021: Finalise the production of the final 10 Summary versions of the Eurasia report coordinating their graphic design and ensuring their quality control and;
2. End June 2021: Produce the Russian version of the Eurasia Report (160 pages) and the GEM Report policy paper on Aid to Education (20 pages), coordinating their editing, graphic design, and translation, ensuring quality control and as part of the communications team, providing general assistance as required for their distribution;
3. End July 2021: Produce the GEM Report policy paper on Early Childhood Care and Education (20 pages), coordinating its editing, graphic design, and translation, ensuring its quality control and as part of the communications team, providing general assistance as required for its distribution;
4. End August 2021: Produce the GEM Report policy paper on LGBTI (20 pages), coordinating its editing, graphic design, and translation, ensuring its quality control and as part of the communications team, providing general assistance as required for its distribution;
5. End September 2021: Produce the first half of the 2021 GEM Report including the first 8 chapters, coordinating its editing, copy-editing, graphic design, and translation, ensuring its quality control and as part of the communications team, providing general assistance as required for its distribution; and coordinate the translation and production of the Summary version in local languages (25 language versions) with external agencies and field offices;
6. End October 2021: Produce the second half of the 2021 GEM Report including the final chapters and Statistical Tables, coordinating its editing, copy-editing, graphic design, and translation, ensuring its quality control and as part of the communications team, providing general assistance as required for its distribution;
7. End November 2021: Produce the 2021 GEM Report Summary in all UN languages and continue to coordinate the production of the Summary versions (25 language versions); Collect analytics on production issues and present them in a clear fashion for the Gem Report's donor base.
8. End December 2021: Produce the GEM Report policy paper on PEER Climate change profiles (20 pages), coordinating its editing, graphic design, and translation, ensuring its quality control and as part of the communications team, providing general assistance as required for its distribution;
9. End January 2022: Produce the French and Spanish versions of the 2021 GEM Report (450 pages each), coordinating its editing, copy-editing, graphic design, and translation, ensuring its quality control and as part of the communications team, providing general assistance as required for its distribution;

Minimum Requirements:

- University degree (Bachelor's degree or equivalent) in Publishing, Communication, Journalism or other relevant field;
- Minimum of five years of progressively responsible experience working in the field of publications with international organizations, governmental, non-governmental/civil society and/or private sector entities;
- Working knowledge of English and French;
- Expertise in Microsoft Office and Adobe Acrobat.

Selection Criteria:

- Extent and relevance of experience in strategic planning, achieving results and management of international publishing;
- Extent and relevance of experience in the full publishing cycle, including conceptualization, development, production and dissemination of publications;
- Extent of relevant experience in the management of complex publication and associated multimedia products;

Attachment B. Background note

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 the achievement of SDG 4, which aims to ensure “inclusive and equitable quality education” and promote “lifelong learning for all” by 2030. With its renewed mandate, established in the Incheon Declaration of the World Education Forum in May 2015, the annual GEM Report series will identify effective education policies and analyse major education related themes.

The 2021/2 version of the Global Education Monitoring Report will tackle this topic head on - 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.