

VACANCY ANNOUNCEMENT

Individual Consultant Consultancy Editor Gender Based Violence in Emergencies (GBViE) Modules

Vacancy Announcement Period 21 – 27 October, 2022

Title	Short term consultancy for a copy editor to proofread and edit the postgraduate diploma course e-learning modules
Hiring Office	UNFPA Kenya Country Office
Background	<p>UNFPA, the United Nations sexual and reproductive health agency, is committed to delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.</p> <p>UNFPA and the Gender Based Violence Area of Responsibility (GBV AoR) have partnered with the University of Nairobi (UoN), Department of Anthropology, Gender and African Studies to launch a Postgraduate Diploma Course on Gender Based Violence in Emergencies (GBViE). The programme will be fully online and shall be delivered in an innovative model that combines interactive virtual lectures, self-directed learning through online course modules, and online course assignments and evaluation.</p> <p>Ten (10) course modules have already been developed by different authors and validated by GBViE experts. Each of the modules consists of 10-12 lectures. One lecture is expected to take the student 3 hours to complete. The first structural editing was done using the University's guidelines for an e-learning course. Further editing is needed to be done by a copy editor so that all of the materials are consistent/standardized with reference to https://www.un.org/dgacm/en/content/editorial-manual.</p>
Objective	The consultancy is for a copy editor to proofread and edit the GBViE course modules giving them the final editorial presentation.
Scope and Description of Activities	<p>Under the technical guidance and supervision of Project Coordinator , the consultant will undertake the following activities:</p> <ol style="list-style-type: none"> 1. Proofread the course modules ensuring consistency of content and that all text has been included. 2. As needed, rewrite content to improve flow, flagging unclear or incorrect statements. 3. Ensure a consistent tone and style in line with the University of Nairobi e-Learning instructional design. 4. Ensure that all necessary elements are in place such as photo credits, footnotes, referencing, case studies etc. 5. Ensure correct use of grammar, punctuation and language so that they meet the e-learning standards of the University. The University of Nairobi standard is the use of British English. A Guidance Note will be provided by the University 6. Review references ensuring that all cited sources have been appropriately referenced, using the APA 7th Edition style guide 7. Ensure that descriptive and accurate titles are used for all tables and figures; and that all tables and figures are appropriately numbered and referenced 8. Ensure completeness of table of contents, list of figures and list of tables. 9. Share draft proof-read and edited modules for ongoing review and comments by the UNFPA team. 10. Submit electronic copies of the finalized modules via email or Google drive as per agreed timelines.

Output Deliverables	<p>At the end of the short-term consultancy, the consultant is required to deliver the following:</p> <ol style="list-style-type: none"> 1. Proofread and edited modules-guided by the editorial guidelines provided. <ul style="list-style-type: none"> • Submit two electronic copies of the edited modules; accepted changes and track changes. 2. Editorial and plagiarism report for each module 3. A handover report of the entire exercise including recommendations. 																													
Key Performance Indicators	<p>The consultant will submit all required deliverables as defined in the ToR to the Project Coordinator and to the Head of Department, Anthropology, Gender and African Studies, University of Nairobi:</p> <ol style="list-style-type: none"> 1. Final modules in soft copies submitted to the UNFPA and the Department of Anthropology, Gender and African Studies within the agreed upon time frame 2. Submission of editorial report of each module. 3. Activity handover report submitted within the agreed upon time frame. 																													
Timelines	<p>The consultant will work for a period of 30 working days distributed as follows:</p> <table border="1" data-bbox="298 758 1300 1192"> <thead> <tr> <th>S/N</th> <th>Description of Activity</th> <th>Proposed Number of Days</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Understanding of TOR and tasks</td> <td>1</td> <td>Will involve a meeting with UNFPA and UoN teams</td> </tr> <tr> <td>2</td> <td>Proofreading and editing of the 10 course modules</td> <td>25</td> <td>Will include sharing draft edited modules for review</td> </tr> <tr> <td>4</td> <td>Final revisions</td> <td>2</td> <td>Involves review of any comments given by UNFPA and UoN teams</td> </tr> <tr> <td>4</td> <td>Report writing</td> <td>1</td> <td>As per agreed upon format</td> </tr> <tr> <td>5.</td> <td>Final modules presentation/submission</td> <td>1</td> <td>Will involve a presentation forum/meeting</td> </tr> <tr> <td colspan="2">Total consultancy days</td> <td>30</td> <td></td> </tr> </tbody> </table>	S/N	Description of Activity	Proposed Number of Days	Remarks	1	Understanding of TOR and tasks	1	Will involve a meeting with UNFPA and UoN teams	2	Proofreading and editing of the 10 course modules	25	Will include sharing draft edited modules for review	4	Final revisions	2	Involves review of any comments given by UNFPA and UoN teams	4	Report writing	1	As per agreed upon format	5.	Final modules presentation/submission	1	Will involve a presentation forum/meeting	Total consultancy days		30		
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Duration and working schedule	30 working days																													
Place where services are to be delivered	UNFPA Kenya and Department of Anthropology, Gender and African Studies, University of Nairobi																													
Monitoring and progress control	<ul style="list-style-type: none"> • The Consultant will provide weekly progress reports to the project coordinator and will seek approval for all the design/formatting framework. • Weekly performance assessment will be done by the project coordinator by using the UNFPA performance evaluation form. • The Consultant will provide a comprehensive report as a hand over note. 																													
Supervisory arrangements	Under the overall direction of the UNFPA GBV AoR Regional GBV Advisor, direct supervision will be by the Project Coordinator in consultation with the Department of Anthropology, Gender and African Studies, UoN. In addition, reporting and handover note will be given to the UNFPA Kenya Country Office.																													
Expected travels	No travel expected.																													

Required expertise, qualifications and competence, including language requirements	<ul style="list-style-type: none"> ● Individuals with a Masters University degree in Journalism or its equivalent with writing, proofreading and technical editing capabilities ● Demonstrate previous experience and technical expertise in proofreading, editing and review of eLearning courses/Modules ● Excellent command of English language, specifically British English ● Working experience in prevention of and response to GBV in Emergencies would be an added advantage.
Inputs/ services to be provided by UNFPA	Postgraduate Diploma in GBViE course modules
Other relevant information or special conditions if any	Interested individuals must submit the following to demonstrate their capability: <ol style="list-style-type: none"> 1. List with links of experience of technically edited/proofread documents 2. Links to any technical/educational documents written 3. Financial proposal for the proofreading and editing the modules as per the TOR requirement
Interested candidates are requested to send their expression of interest, curriculum vitae to kenya.recruit@unfpa.org by 27 October, 2022	