



United Nations
Educational, Scientific and
Cultural Organization



Global
Education
Monitoring
Report

Consultancy contract
Request for written proposal

Reference: GEM REPORT 2017 – Editor

Date: 27th of October 2016

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 or in euros only. Please include the following cost breakdowns:
 - i. Editing rate per page of 320 words;
 - ii. Editing rate on a monthly full time basis (based on 5 working days per week);
 - iii. Editing 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 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.

Your proposal should be submitted by e-mail no later than close of business (18:00) on Friday the 25th of November. 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 l.loupis@unesco.org by the 18th of November. Questions will be answered by the 22nd of November 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.

Leila Loupis

Team Manager

Global Education Monitoring Report

Global Education Monitoring Report 2017

Background:

The *Global Education Monitoring Report* (the GEM Report, formerly known as the Education for All Global Monitoring Report) is an editorially independent, authoritative and evidence-based annual report published by UNESCO. Its mandate is to monitor and report on progress towards the education targets in the new Sustainable Development Goals (SDGs) framework. The substance of the GEM Report is developed and its quality assured by an experienced team under the leadership of the GEM Report Director.

The GEM Report is a comprehensive, analytical and authoritative reference for reviewing and advancing the global follow-up and review of education. With 12 reports produced since 2002, the Report has acquired extensive experience in monitoring and policy analysis and a global reputation for excellence, covering themes ranging from inequality, gender, and teaching and learning to conflict, literacy and early childhood care and education.

The second in the new GEM Report series will continue its assessment of progress towards the Sustainable Development Goal on education (SDG4) and its 10 targets, as well as other related education targets in the SDG agenda.

The Report will also investigate issues related to accountability in education, analyzing how all relevant actors can provide education more effectively, efficiently and equitably. It will assess the implications for accountability in education in a more globalized world, including in its effect on the public perception of education at a country level. By analysing which accounting mechanisms are more effective than others, and assessing which political, economic and social factors make accountability work or fail, the GEM Report 2017 will conclude with concrete recommendations related to the subject for the future.

Objectives:

The work of the Editor has two main objectives with respect to the GEM Report and related outputs (summary, gender review, youth report, regional factsheets, policy papers and blogs):

1. Adapt 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 overtly technical. The editor will need to revise 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 editor will work closely with the Director of the GEM Report, in close liaison with the publications manager and the copy-editors.

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 Editor's tasks consist of editing the report and all other material produced by the team, including the Report's summary, Gender review, Youth report, Regional factsheets and the policy papers. The estimated word counts below are based on the 2016 Report and are to be considered as a rough estimate for the 2017 Report. These are provided as an indication of the workload, and to enable applicants to provide an accurate cost estimate.

The Report (approx. 160,000 words)

The Summary Report (approx. 25,000 words)

The Gender Review (approx. 25,000 words)

The Youth Report (approx. 25,000 words)

6 Policy Papers (approx. 3,200 words each)

4 Regional Factsheets (approx. 6,500 words each)

Timing:

Editing of the report and materials will take place between February 2017 and September 2017 included (8 months).

The successful applicant will be required to work on a part-time basis (3 working days per week) for the months of February, March and September 2017 (total duration: 3 months) and will be required to work on a full time basis (5 working days per week) for the months of April, May, June, July and August 2017. This work can be carried-out at UNESCO headquarters in Paris, or from a distance.

Attachment 1

Terms of Reference

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

1. Adapt 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 overtly technical. The editor will need to revise 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.

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 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.
- Checking that figures and tables are consistently and accurately referred to in the main text.
- 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 editor will work closely with the Director of the GEM Report, in close liaison with the publications manager and the copy-editors.

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.