Draft

Consultancy to edit, copy-edit and proof-read a working paper on Underwater Cultural Heritage (UCH) education and training in Arab Region

OVERVIEW / BACKGROUND
The Arab Region has a wealth of Underwater Cultural Heritage (UCH) which holds important scientific, historical, and cultural information, and provides strong potentials for sustainable development. Currently, eleven countries in the Arab Region are parties to the 2001 Convention on the Protection of the Underwater Cultural Heritage. The Scientific and Technical Advisory Body (STAB) for the UCH Convention that met in Algeria in 2019 recommended UNESCO to develop a regional capacity building programme for the UCH management in the Arab region. Further to this recommendation, a working paper on UCH education and training in Arab Region has been prepared with the assistance of the UNESCO Regional Bureau for Sciences in the Arab States.

WORK ASSIGNMENT
Under the overall authority of the Director of UNESCO Regional Bureau for Sciences in the Arab States in Cairo and the direct supervision of the Programme Specialist for Culture, the Individual Consultant will edit, copy-edit and proof-read the working paper (approx. 40 pages) including a bibliography, list of contents, list of abbreviations and acronyms, figures and boxes. The consultant shall:

1. Edit, copyedit, and proof-read the working paper, and drift an advocacy brief (approx. 2 pages) and submit the edited report and draft advocacy brief to UNESCO.

   - The editing process will include a revision of the current text with tables and figures to achieve an optimal flow of information and the presentation of the findings.

   - The editing process might entail substantive re-drafting and synthesizing of parts of the existing text to make the report more readable and understandable to non-expert audiences. For this task, in addition to consulting the concerned UNESCO staff, the consultant is expected to refer directly to documents, where indicated.

   - Write the content of an advocacy brief communicating the findings of the paper and key messages with targeted audiences of policy makers in the Arab Region and UNESCO current and potential donors.

2. Update the draft edited paper and draft advocacy brief by integrating the comments by UNESCO, and submit the final versions to UNESCO for approval.
In line with UNESCO’s overall gender mainstreaming strategy, the Individual Consultant is expected to integrate a gender perspective in all activities and apply gender-mainstreaming concepts whenever feasible.

**Deliverables and Timeline:**

The following are documents in English to be submitted within the articulated timeline;

<table>
<thead>
<tr>
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<th>Deliverables</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>1</td>
<td>Draft edited paper and advocacy brief</td>
<td>20 August 2020</td>
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<tr>
<td>2</td>
<td>Final edited paper and advocacy brief</td>
<td>31 August 2020</td>
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</tbody>
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**COMPETENCIES (Core / Managerial)**

Accountability (C)
Communication (C)
Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

**REQUIRED QUALIFICATIONS**

- Master's degree in editing, publishing, and/or communication and information.
- Minimum 10-year professional experience in knowledge management including editing, copy-editing, and proofreading.
- Excellent research and writing skills in English.

**DESIRABLE QUALIFICATIONS**

- Previous experience in copy-editing reports on UCH and/or heritage safeguarding for the UN agencies.

**SELECTION AND RECRUITMENT PROCESS**

No modifications can be made to the application submitted. The evaluation of candidates is based on the criteria in the vacancy notice and may include tests and/or assessments, as well as a competency-based interview. UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates. Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.
Interested individuals are invited to submit additional documents including a cover letter including fees and CV to UNESCO Cairo Office at the email address to cairo@unesco.org with a copy to a.el-sheikh@unesco.org and a.takahashi@unesco.org indicating the title of this position by the deadline of 15 July 2020.