

## **Consultancy contract**

### **Request for written proposal**

**Reference: GEM REPORT 2021 – Copy-Editor - Individual consultancy contract**

**Date: 27<sup>th</sup> 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.
  - i. Copy-editing rate per page of 320 words;

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 29<sup>th</sup> 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 15<sup>th</sup> of May. Questions will be answered by the 22<sup>nd</sup> 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 note is available [here](#).

**Objectives:**

The consultant will carry out standard copy-editing tasks in the English versions of the Report and related outputs: For a detailed list of the Terms of Reference please see Attachment A.

This work will involve close collaboration with the editor of the GEM Report, in close liaison with the Director, Publications Manager and the proofreader.

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 copy-editing 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; and

Policy papers: (16 pages each) 6 per year

**Timing:**

Copy-editing of the report, summary report, youth report and gender report will take place approximately between November 2020 and June 2021 (8 months). Other materials will be sent on an ad-hoc basis. 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.

## **Attachment A: Terms of Reference**

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

- Ensure that text is in line with the United Nations and GEM Report style guides,
- Make in-depth grammar and stylistic corrections (verb–subject agreement, dangling participles, incorrect or unclear use of pronouns, etc.) and punctuation for correctness and consistency;
- Check that word usage is appropriate.
- Eliminate abbreviations where possible and ensure that essential abbreviations are spelled out at the first mention.
- Delete excessive italic, boldface and quotation marks.
- Check spelling and use of Member States' names;
- Check other proper names (for cities, international conventions, conferences, nongovernmental organizations, named individuals, etc.).
- Check that hyphens and capital letters are used consistently.
- Edit chapter titles, subheadings and table and figure legends for brevity, consistency and parallel construction, and check numbering if appropriate.
- Check for and eliminate or query discriminatory language. Check for consistency in use of terms.
- Check formatting of chapters, sections, subsections, paragraphs, lists (e.g. with bullet points) and table and figure captions for consistency.
- Ensure that references and sources are accurately and consistently stipulated, in the correct order.
- Ensure that all cross-references to chapters, sections, subsections, tables and figures are correct and in the correct format (in bold where necessary).
- Check that illustrations, photos, graphs and tables are correct and sources are clearly referenced.
- Ensure that the Word document is sent to the graphic designers in the correct format (consistent line spacing and paragraph/table formatting).
- Update the glossary and list of abbreviations of the main report.
- Suggest sentences to be used as Pull Quotes throughout the text (approximately one per page of 320 words suggested as big or small Pull Quote).
- Insert sequence letters into text once the Word documents are final (ex: UNESCO, 2019a).
- In collaboration with the editor and publications manager, update the GEM Report Style guide in the case of new rules and terminology.

This work will involve close collaboration with the editor of the GEM Report, in close liaison with the Director, publications manager and the proofreader. 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.