

Terms of Reference

Description of assignment title

Report Development, Graphics Design, and Copy Editing Consultant

Assignment country

Jamaica Multi-Country Office (Remote)

Expected start date

March 10, 2025

Deadline for application

February 6, 2025 at the close of business

Consulting UN Office

UNRCO Jamaica

Type

Remote/ Online

Duration

4 weeks

Details

Mission and objectives

The United Nations Multi-Country Sustainable Development Cooperation Framework in the Caribbean (MSDCF), which is aligned to the SDGs, identifies a single framework for the UN to partner with the region for joint Caribbean development. This framework is a plan for UN development activities in the 22 countries within the English- and Dutch-speaking Caribbean for a five-year period. These activities support the achievement of the 2030 Agenda. The current MSDCF runs from 2022 to 2026. This particular plan specifically takes into account the need to

'Build Back Better' from the Covid-19 pandemic, and to address structural vulnerabilities unique to the Caribbean as a whole. All 17 Sustainable Development Goals are covered by this plan, but strategic priority was given to 73 of the total 169 SDG targets. Twenty-two UN Funds, programmes and agencies work together for the UN system. The UN partners with governments, public sector entities, regional institutions, private sector, civil society, the media, and other entities to achieve the objectives of the MSDCF. This MSDCF organises the UN's development work in the Caribbean around four major thematic areas: Shared Prosperity and Economic Resilience; Equality, Well-being and Leaving No One Behind; Resilience to Climate Change/Shocks and Sustainable Management of Natural Resources; Peace, Safety, Justice and the Rule of Law. To ensure the MSDCF is rolled out in Jamaica in alignment with the country's national agenda for sustainable development, the UN Country Team partners with the Government of Jamaica a Country Implementation Plan (CIP).

A CIP is drafted and implemented annually for the duration of the five-year MSDCF cycle, with the UN Country Team delivering annual reports to account for the work done in the previous year's CIP.

Context

The UN Annual Results Report 2024 presents the status of UN System-wide implementation of the Cooperation Framework as well as other planning documents between the UN and the Government. The report is prepared annually to ensure accountability to programme countries and to make this publicly available. The consultant, working with, the Resident Coordinator's Office in Jamaica will detail the results achieved by the UN through its various partnerships, Agencies, Funds and Programmes. A well-designed report will support visibility of the UN System's transformative work in supporting the national agenda for sustainable development. The skills to graphically design the report are required to ensure the main audiences for this report, Government; The UN Secretariat; Donors; Development Partners; Civil Society and The General Public – can clearly and comprehensively take stock of the UN System's work in the countries served by the RCO, and to make visible the UN System partnerships towards the achievement of the SDGs.

Task type

Graphic Design Layout, Writing and Editing

Task description

We invite you to quote for the provision of **editing, graphic design** and **document layout** services for **The United Nations Jamaica Multi-country Office 2024 Annual Results Report**. Kindly include examples of comparable work along with your quotation/estimate. Samples/ examples of reports/documents in any development area is an advantage.

A schedule of key drafts will be agreed upon, however a strong working draft must be completed on or before March 1, 2025.* The report must be delivered on time and may require an undetermined number of edits. A workplan will be agreed upon prior to signing.

A decision on the consultant will be made as soon as the most suitable candidate is identified.

Please note that an information session may be scheduled with interested consultants.

**Dates are subject to change at short notice*

[This is the signature annual report of the United Nations Development System in Jamaica and the Bahamas.](#) Examples of other well-done reports are [available here](#).

First, please respond in email, indicating your interest and your intention to submit the estimate – BEFORE sending the estimate. This will allow Procurement Team to also share the vendor forms with you for completion – if you are not already in the UN Vendor System. Your completion of the vendor forms is not a confirmation of acceptance of your quote. This allows for your voluntary inclusion into the UN Vendor system managed by this office and for consideration of future opportunities.

If there is no interest please also advise by email.

Assignment requirements

Application process

- Kindly respond in EMAIL with a signed estimate/ quotation.
- Address the invoice with attention to United Nations Resident Coordinator’s Office 1-3 Lady Musgrave Road Kingston Jamaica. Kindly email your quotation to jamaica.rco@un.org by February 6, 2025, at the close of business.
- List of previous works supported by samples/ examples/ portfolio
- 2 References

Note

- For procurement/ vendor queries or questions please email deborahlee.hall@un.org.
- For queries related to content and technical requirements please email jomain.McKenzie@un.org.

Required experience



- At least three years of copy-editing professional experience, with English as a native/ mother tongue language.
- Samples of comparable documents, completed by the consultant is required.

Languages

English, Level: Mother tongue, Required

Other information

Payment Advisories

- A deposit will NOT be provided for this work.
- A Purchase Order (commitment) will be provided for your services prior to the start of the assignment, and you will receive payment up to (21) days after final invoice submission.
- If you are NOT a vendor (and selected) within the United Nations vendor System, you will receive requisite documentation (vendor Form and bank Form) to be completed and submitted to register you in the system. These documents are a standard requirement and integral in the process (in addition to others) of registering new vendors, raising Purchase Orders and for payments to be processed. **
- If you are not selected or are interested in being added to our vendor list for future works and expedited payment, please indicate.
- **Providing accurate and up-to-date information in the vendor form will reduce the risk of delays.

Inclusivity statement

United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, care protected characteristics. As part of their adherence to the values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and to promoting respect for human rights and individual dignity, without distinction of a person's race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status.

Scam warning



The United Nations does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.