
TERMS OF REFERENCE

Editor for the Inter-Institutional Training Manual

General Information:

Project: Inter-Institutional Training Course on Combating the Illicit Firearms
Trafficking
Title: Consultant
Duty station: Home-Based
Duration: approximately 30 days/part-time

Summary of main services to be provided: Harmonize content, edit language and design the final document in module form for PDF web publishing.

Background:

The United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UN-LiREC), as the operational arm of the UN Office for Disarmament Affairs, is mandated to provide substantive support for the initiatives and other activities of the Member States of the Latin American and the Caribbean region for the implementation of measures for peace and disarmament, and for the promotion of economic and social development.

UN-LiREC currently receives funding from the Government of Sweden to develop and deliver training materials in support of Latin American and Caribbean government efforts to build capacity to implement the UN Programme of Action on small arms and other relevant international and regional instruments.

Tasks to be implemented

Under the supervision of and in collaboration with UN-LiREC's Public Security Coordinator, the Consultant will be responsible for undertaking the following tasks:

1. Systematically organize research materials in hardcopy and /or electronic folders.
2. Perform editing functions and bring errors in text to the attention of the Public Security Coordinator.
3. Edit electronic version of texts in accordance with UN established formats.
4. Review text written on a technical topic, and identifying errors related to the use of language in general or adherence to a specific style guide.
5. Ensure typographical accuracy in conformity with UN editorial rules and style: correction of grammatical mistakes, misspellings, mistyping, incorrect punctuation, inconsistencies in usages, poorly structured sentences, wrong scientific terms, wrong units and dimensions, inconsistency in significant figures, technical ambivalence, technical disambiguation, correction of synopsis, index, headings and subheadings, correcting data and chart presentation in a research paper or report, correcting errors in citations.
6. Retouch photos and graphics. Diagramming of documents.

7. Ensures that documentation is of good quality.
8. A4 size paper, plain color with the exception of the cover page of the document (full color).
9. Attach artwork for the print of the document.
10. The document has approximately 500 pages.

Responsibilities of UN-LiREC

1. Provide hardcopy and electronic version of the material to be edited.
2. Provide Consultant with technical guidance and support.
3. Facilitate relevant background material.
4. Edit consultant's work to guarantee institutional coherence.

Consultant profile:

- Minimum 4 years of relevant experience in writing, reviewing and editing policy briefs and documents, and in providing policy advice, preferably within the United Nations system.
- Excellent drafting and communication skills in Spanish essential.
- Excellent knowledge of computer technology and its applications.
- Good knowledge of UN editorial and language practices.
- Thorough understanding of all aspects of the Editorial Terminology
- Effective time management skills and ability to plan own work to meet designated deadlines.
- High level of judgment and discretion in accomplishing the job.
- Attention to detail, the ability to sustain focus while working through lengthy pieces of text on complex topics.

Application:

Regime for Payment of Fees:

- The contract signed as special service agreement does not involve any fees in advance at the beginning of the consultancy.

Additional information:

- Qualified candidates who are interested in the above consultants are invited to submit their application, attaching a UN Personal History Form or CV, with contact details for two professional references, not later than 10th March 2010.

To: Maria Teresa Davila (davila@unlirec.org)

Subject: "Consultancy - Editor for the Inter-Institutional Training Manual"