

TERMS OF REFERENCE (Individual Contractor Agreement)

Title:	Language editor
Project:	iGST Adaptation Working Group 2022-2023
Duty station:	Copenhagen (home-based)
Section/Unit:	UNOPS (UNEP-CCC)
ICA Level:	LICA-10
Corresponding level:	ICS-10
Duration:	from [15/05/2023] to [15/06/2023] (TBD)
Supervisor:	Jingjing Gao, Advisor

1. General Background

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations. With over 8,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, where they need it. By implementing around 1,000 projects for our partners at any given time, UNOPS makes significant contributions to results on the ground, often in the most challenging environments.

Background information – Job Specific

The Global Stocktake (GST) was established to periodically take stock of collective progress toward the long-term goals established by the Paris Agreement. The Independent Global Stocktake (iGST) aligns the independent community to increase the accuracy, transparency, accountability, and relevance of the official GST process that empowers countries to take greater climate action. iGST includes four thematic working groups on adaptation, mitigation, finance and equity; and three regional civil society hubs: Latin America and the Caribbean, West Africa and Southeast Asia. UNEP CCC co-chairs the iGST Adaptation Working Group (AWG).

The AWG's 2022-2023 work program aims to advance discussions of the component of "technical assessment" of the GST and aim to publish new "perspectives" of a multitude of stakeholders. The publication will include several discussion papers together with a short editorial. The total volume of the publication is c.a. 50,000 words. The publication will be in English and needs to take language edit and proofread before publishing. For this purpose, a language editor will contribute to supporting this purpose as defined in this terms of reference (ToR).

2. Purpose and Scope of Assignment

The objective of the consultancy is to provide language editing and proofreading to the draft publication prepared by iGST AWG 2022-2023.

Under the supervision of responsible project managers, the editor will carry out a wide range of activities related to editing and management of texts to the draft publication prepared by iGST AWG 2022-2023.

- Review written content for grammar, spelling, punctuation, syntax, and style errors;
- Coordinating with other team members and project managers, to ensure the editing work is aligned with the overall project goals;
- Ensure consistency and clarity in written content;
- Maintain confidentiality and ensure the accuracy of sensitive or proprietary information;
- Communicate effectively with team members and clients during the course of work;
- Maintain accurate records and documents related to editing work.

3. Monitoring and Progress Controls

- All editing and proofreading is done according to International, UN and academic standards
- Successfully meeting deadlines

Expected Deliverable:

- English language proofread of the draft publication of iGST AWG 2023.
- UNEP-CCC will review the deliverable before it is finalized and the work may be subject to several revisions until the standard of the product delivery is met.

4. Qualifications and Experience

a. Education:

- University degree (Master's degree or equivalent) in social science or political science, literature, international relations, journalism or related fields is required. A Bachelor degree in a relevant field with additional two years of experience may be considered in lieu of a Masters degree.

b. Work Experience

- Five (5) years of relevant work experience in copy editing or related fields are required.
- Experience of working with the UN editorial style guide is desirable.
- Substantive experience in the field of environment/climate is highly desirable.

c. Languages

Fluency in written and spoken English is required.

d. Key Competencies

The consultant(s) should have applied knowledge of mitigation/adaptation technologies in the relevant sectors. He/she should have extensive knowledge of Nationally Determined Contributions (NDCs), transparency requirements, MRV and/M&E and experience with climate change mitigation or adaptation strategies (as relevant), technologies, and policies at the national level. More specifically he/she should be familiar with the national development objectives and sector policies, have overall insights into climate change science, and potential climate change impacts, as well as mitigation or adaptation needs for the country in the relevant sector(s). Moreover, the Consultant(s) should have good coordination and facilitation skills, and possess proven analytical capabilities, as well as excellent writing skills

4. UNOPS Competencies

Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization.



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

Project Authority (Name/Title):		Contract holder (Name/Title):	
Signature	Date	Signature	Date