



Terms of Reference

Proofreader for editing 2 reports in Romanian elaborated within the project “Protection and Empowerment of Victims of Human Trafficking and Domestic Violence”

Instructions:

- A. Job Title:** Proofreader
- B. Duty Station:** Chisinau, MOLDOVA
- C. Section/Unit:** UNFPA MOLDOVA
- D. Project** MDA1G43A
- E. Duration of Employment:** 25.10.2011 – 07.11.2011

F. Background:

UNFPA, United Nations Population Fund in Moldova is producing 2 publications that will reflect gender issues and problems of gender based violence.

The goal of these publications is to capture the results of the good practices and lessons learned during the implementation of the “Protection and Empowerment of Victims of Human Trafficking and Domestic Violence” project, with the financial contribution of the Government of Japan.

The publications are bilingual: English and Romanian. They have been originally drafted in English and then translated into Romanian. To ensure the high quality of the publications, UNFPA is hiring a consultant proofreader to edit the Romanian version of the publications.

G. Job content:

The successful candidate will report to the Communication Associate and will be tasked with the following assignments:

- Edit the publications to ensure clarity, consistency and readability of the texts.
- Under the guidance of the Communication Associate, review the chapters/sections suggesting and performing rewriting as necessary, adding/editing boxes of interest, etc. bringing the publication to full completion including all necessary components (table of contents, forewords, executive summary, boxes, annexes, footnotes etc).
- Point out inconsistencies in descriptions, faulty logic and awkward or unclear passages and suggest solutions.
- The subscriber will be responsible for providing services of high quality, and accurate revision of the reflected facts.
- The subscriber will work outside the office of UNFPA, the day not being regulated.

H. Competencies:

- Swift and solid research, reporting, writing and editing skills in Romanian, knowledge of English will be an asset;

- Substantial knowledge of UN system in general; UNFPA and its development mandate in particular and gender related issues;
- Experience with UN/UNDP/UNFPA Style or similar style guide;
- Proven ability to work on deadline;
- Excellent computer skills.

I. Reports:

The proofreader will submit the electronic versions of the reports to UNFPA Communication Associate at least 3 days prior to the contract expiry.

L. Qualifications required:

- Successful candidates should possess an advanced University Degree in Communications, Journalism, Philology / Bibliography or Other related areas, or equivalent combination of education and relevant experience;
- Candidates should have minimum three years of relevant experience as writer/editor in a media organization;
- Specialization in human rights, gender and/or family violence, human trafficking would be an asset;
- All shortlisted candidates will be asked to provide writing samples/press clippings.