



TERMS OF REFERENCE FOR RETAINER CONTRACT SPEECHWRITER

TERMS OF REFERENCE (to be completed by Hiring Office)	
<i>Hiring Office:</i>	UNFPA – Latin America and the Caribbean Regional Office
<i>Purpose of Consultancy:</i>	<p>UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.</p> <p>UNFPA seeks to retain the services of a qualified Speechwriter to develop high-quality speeches and presentations for a variety of audiences and purposes.</p>
<i>Background and scope of work (Description of services, activities, or outputs)</i>	<p>Draft speeches for the Regional Director for Latin America and the Caribbean to be delivered at intergovernmental and other high-level events, ensuring that they clearly and eloquently convey UNFPA messages and priorities.</p> <p>Roles and Responsibilities:</p> <ul style="list-style-type: none"> ● Research and write original, clear, and persuasive speeches on a range of topics relevant to the UNFPA mandate, using language appropriate to the audience and context. ● Draft/review/edit other substantive written material for the Regional Director, including statements, briefings, op-eds, opinions, articles, talking points, key messages, and other written communications. ● Adapt UNFPA key messages and narratives on population, development, sexual and reproductive health, human rights, and gender into compelling prose. ● Ensure accuracy, consistency, and quality of text. ● Work closely with the Regional Director, technical advisors, and the UNFPA communications team to ensure speeches reflect her vision, as well as the organization's priorities and objectives. ● Finalize speeches within established deadlines.
<i>Duration and working schedule:</i>	The consultancy will be for 4 months. Starting from the signing of the contract. Services will be requested according to the needs of the Regional Office. Each job has different characteristic in terms of style, word count, complexity, and turnaround time. Therefore, each job will be explained to the consultant and it is expected to receive an estimated of the time required and delivery date.
<i>Place where services are to be delivered:</i>	The consultant will work remotely and must have his/her operational capabilities (office, information technology, and communications).
<i>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</i>	<ul style="list-style-type: none"> ● High-quality speeches to be delivered at intergovernmental and other high-level events.
<i>Monitoring and progress control, including reporting requirements, periodicity format and deadline.</i>	Monitoring and progress will be carried out and documented by e-mail. Coordination and follow-up virtual meetings will be held. The expected outcomes of the consultancy will be elaborated remotely and delivered electronically.
<i>Supervisory arrangements:</i>	The consultant will be under the overall supervision of the Regional Communication Advisor and the Regional Director.

<i>Expected travel:</i>	N/A
<i>Required expertise, qualifications and competencies, including language requirements:</i>	<ul style="list-style-type: none"> ● At least 10 years of experience in drafting high-quality communications products, including speeches, in English is required. Experience working with international organizations is desirable. ● Demonstrated ability to translate complex and technical messages into plain languages for audience appeal and impact. ● Excellent writing and editing skills ● Ability to work independently and as part of the team ● Ability to work quickly and meet tight deadlines ● Knowledge of the political and social context in Latin America and the Caribbean.
<i>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</i>	The consultant will work from their location and must have their own operational capabilities (office, information, and communication technologies).
<i>Other relevant information or special conditions, if any:</i>	COA: Project: RLAC9OE1 Activity: OEE1REP01 Fund: FPA80 Cost Center/Dept ID: 17000 Impl. Agency: PU0074