

LOT 8: Note taking and report writing for technical meetings and workshops

a. Background

UNFPA's PSB Quality Assurance team coordinates several activities in which an official report needs to be delivered.

b. Expected services and deliverables

The consultant will be requested to draft a report based on the presentations and discussions that take place in a workshop, meeting etc. For meetings or workshops extending over a number of days, the consultant will be expected to provide daily summaries of proceedings and possibly make short presentations summarizing discussions conducted during previous days.

Reports are to be produced using one of the UNFPA corporate document templates available in the One Voice Communications Toolkit on myUNFPA, the UNFPA Intranet. UNFPA will provide the template.

Reports are to be written in a neat, clear style, using an innovative approach with graphics, charts, etc.

c. Minimum qualifications and experience

- Fluency in English as demonstrated through previous formal training, qualifications, or work experience
- Previous experience in writing reports for UN agencies or other international organizations.
 - Additional points will be given for experience in the fields of manufacturing, quality assurance, quality control, specification and standard development, regulation, and clinical research and analysis of pharmaceuticals and/or medical devices
- Familiarity with and willingness to use the UN Style and other guidance contained in the "United Nations Editorial Manual", available here: <http://dd.dgacm.org/editorialmanual/>
- For each of the proposed consultants, ability and willingness to travel, and willingness to comply with the travel arrangements as detailed in the respective section of the Terms of Reference document.
- For each of the proposed consultants, willingness to comply with UNFPA's confidentiality and conflict of interest rules.
- Willingness to work under a staff augmentation modality as described in the respective section of the Terms of Reference document.

END OF TERMS OF REFERENCE FOR LOT 8: NOTE TAKING AND REPORT WRITING