

Terms of Reference

Consultancy Announcement #IGFP – 1905

Vacancy: Consultant (Writer)

Implementing Entity:

United Nations Department of Social and Economic Affairs / Division for Public Administration and Development Management / Internet Governance Forum (IGF) Secretariat

I. Organisation Setting and Reporting

The second phase of the World Summit on the Information Society (WSIS) held in Tunis on 16 – 18 November 2005, requested the Secretary-General, amongst other, to convene “a new forum for multi-stakeholder policy dialogue – the Internet Governance Forum (IGF)”. The Internet Governance Forum Secretariat is based in the United Nations Offices at Geneva (UNOG). The mandate of the IGF, set out in Paragraph 72 of the Tunis Agenda for the Information Society is to discuss the main public policy issues related to Internet governance in order to foster the sustainability, robustness, security, stability and development of the Internet.

Under the overall guidance of DPADM/UN-DESA and immediate supervision of the Programme and Technology Manager of the IGF Secretariat, the Consultant will be responsible in preparing the IGF2015 report containing a summary of the preparations, proceedings and taking stock of the tenth IGF meeting, as well as an abridged version of the report. These will give readers an overview and summary of the issues discussed during the IGF2015 cycle, including next suggested actions on the various debates.

II. Duration of Contract

The proposed contract will be for 30 working days, between 18 January 2016 and 15 April 2016.

III. Duty Station

There is no specific duty station for this post. The Consultant is not required to work on UN premises, but must be available for supervisory and review meetings/teleconferences.

IV. Activities, Expected Outputs and Milestones

Under the overall guidance of the Programme and Technology Manager, and following the same outline and substantive format of Part I of the 2014 IGF report, the Consultant will prepare:

- the IGF2015 report (minimum 100 pages, maximum 250 pages) containing:
 - o a brief concise summary of the preparations for the IGF2015 meeting held on 10-13 November 2015 in Joao Pessoa, Brazil;
 - o summaries of the issues discussed at the IGF2015 meeting (this section will contain overviews of the Internet governance issues that constituted the focus of the IGF2015 meeting (the IGF2015 sub-themes), as well as reports of the various sessions).
- an abridged version of the report (maximum 30 pages).

To prepare the report, the Consultant will perform the following tasks:

- a. Prepare the report's table of content, using the sub-themes of the IGF2015 meeting as a basis for structuring the main content of the report. **(1 Day) Due date: 22 January 2016**
- b. Prepare an editor's introduction, explaining the methodology, general criteria and editorial lines or principles that were adopted for the preparation of the report. **(1 day) Due date: 5 March 2016**
- c. Prepare a brief summary of the preparations for the IGF2015 meeting (minimum 2 pages, maximum 6 pages). The following material should be used as a basis for preparing this summary: the IGF2015 website content; the summary reports of the Open Consultations and face-to-face and virtual MAG meeting. **(2 Days) Due date: 1 February 2016**
- d. Prepare overviews (minimum 5 pages, maximum 12 pages each) of the Internet governance issues that constituted the focus of the IGF2015 meeting (based on the IGF2015 sub-themes). For each of the sub-themes, the overview should include a concise framing of the issue and a summary of the discussions held during the various IGF2015 sessions. The summary should reflect a balanced interpretation of the discussions and map out both the converging and diverging opinions expressed. It should also document if any topics earmarked for further discussion for the 2016 cycle. The following materials should be used as a basis in preparing these reviews: the descriptions, transcripts and reports of the IGF2015 sessions, including main/focus sessions, workshops, dynamic coalition meetings, open forums, best practice forums etc.; the Chair's Summary. **(16 days) Due date: 1 March 2016**

- e. Prepare an abridged version of the report (minimum 25 pages, maximum 30 pages). This should include executive summaries of the overviews indicated at point d above. **(3 days) Due date: 15 March 2016**
- f. Integrate all the materials indicated at points a - d above, together with the reports of the various IGF2015 sessions, into one electronic file that has consistent formatting and is ready for typesetting and for conversion in a pdf format. Prepare the abridged version of the report as an electronic file that has consistent formatting and is ready for typesetting and for conversion in a pdf format. Deliver these files (first drafts) to the Supervisor. **(4 days) Due date: 31 March 2016**
- g. Revise the first drafts of the IGF2015 report and of the abridged version based on the comments received from the Supervisor and deliver the final drafts. **(3 days) Due date: 15 April 2016**

V. Qualifications, Experience and Skills

- i. University degree in public administration, political science, international relations, development studies or other relevant disciplines;
- ii. A proven track record of minimum five (5) years of extensive professional experience in research and analytical work related to the relevant subject of the consultancy (public policy-making, development management, participatory governance, capacity building etc);
- iii. Extensive knowledge on the state of Internet governance debate and proven expertise on the broad range of issues related to the Internet governance ecosystem;
- iv. Familiarity with the United Nations system;
- v. Excellent writing skills in the English language.

VI. Performance Indicators

The performance of the Consultant will be measured by the following indicators:

- Timely submission of outputs;
- Quality of the outputs demonstrating clear and easy readability.
- Positive feedback from IGF Programme and Technology Manager and MAG Chair.

VII. Terms of Payment

The Consultant's fee will be commensurate with extensive work experiences, expected knowledge and expertise on Internet governance, and meeting the required educational background.

Payments will be initiated upon successful completion or documented progress made on tasks as mentioned in the Terms of Reference.

The Consultant will be paid in two parts to be charged to the IGF2015 budget line GLO/15/X01 upon certification from the Supervisor that the tasks have been satisfactorily carried out, as follows:

- a first payment of 40% of the total fee will be made after the first 19 days of the contract, upon documented progress made on tasks a, c and d;
- the final payment of the remaining 60% of the total fee will be made upon satisfactory completion of all expected tasks at the end of contract.

VIII. Languages

Fluency in English is required (both oral and written). Working knowledge of French is highly desirable. Knowledge of another official UN language will be considered an asset.

Interested candidates are invited to send a completed P-11 form, a CV, a relevant selected bibliography and a cover letter to the IGF Secretariat, at vacancies@intgovforum.org