

Terms of Reference

Consultancy Announcement #IGFP – 1909

Vacancy: Consultant (Writer)

Implementing Entity:

United Nations Department of Social and Economic Affairs (UN-DESA) / Division for Sustainable Development (DSD) / 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 DSD/UN-DESA and immediate supervision of the Programme and Technology Manager of the IGF Secretariat, the Consultant will be responsible for preparing the IGF2016 report containing a summary of the preparations, proceedings and stock taking 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 IGF2016 cycle, including next suggested actions on the various debates.

II. Duration of Contract

The proposed contract will be for 30 working days, between 30 January 2017 and 31 March 2017.

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 2015 IGF report, the Consultant will prepare:

- the IGF2016 report (minimum 100 pages, maximum 250 pages) containing:
 - o a brief concise summary of the preparations for the IGF2016 meeting held on 6-9 December 2016 in Jalisco, Mexico;
 - o summaries of the issues discussed at the IGF2016 meeting (this section will contain overviews of the Internet governance issues that constituted the focus of the IGF2016 meeting (the IGF2016 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 contents, using the sub-themes of the IGF2016 meeting as a basis for structuring the main content of the report. **(1 working day) Due date: 31 January 2017**
- 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 working day) Due date: 28 February 2017**
- c. Prepare a brief summary of the preparations for the IGF2016 meeting (minimum 2 pages, maximum 6 pages). The following material should be used as a basis for preparing this summary: the IGF2016 website content; the summary reports of the Open Consultations and face-to-face and virtual MAG meetings. **(2 working days) Due date: 6 February 2017**
- d. Prepare overviews (minimum 5 pages, maximum 12 pages each) of the Internet governance issues that constituted the focus of the IGF2016 meeting (based on the IGF2016 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 IGF2016 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 2017 cycle. The following materials should be used as a basis in preparing these reviews: the descriptions, transcripts and reports of the IGF2016 sessions, including main/focus sessions, workshops, dynamic coalition meetings, open forums, best practice forums etc.; the Chair's Summary. **(16 working days) Due date: 3 March 2017**
- e. Prepare an abridged version of the report (minimum 25 pages, maximum 30 pages). This should include executive summaries of the overviews indicated at task d above. **(3 working days) Due date: 14 March 2017**

- f. Integrate all the materials indicated at points a - d above, together with the reports of the various IGF2016 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 working days)**
Due date: 22 March 2017
- g. Revise the first drafts of the IGF2016 report and of the abridged version based on the comments received from the Supervisor and deliver the final drafts. **(3 working days)**
Due date: 31 March 2017

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 IGF2016 budget line GLO/16/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 working days of the contract, upon documented progress made on tasks a, c and d as stated in this TOR;
- 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 desirable. Knowledge of another official UN language will be considered an asset.
