OVERVIEW OF THE FUNCTIONS OF THE CONSULTANT POST

I. Background
The UN World Water Assessment Programme (WWAP) of UNESCO aims to support leaders in government, civil society and private sector, so that their policies and decision-making that affect water promote sustainable social and economic development at local, national, regional and global scales. Founded in 2000, WWAP is a UNESCO program, which coordinates the production of the World Water Development Report (WWDR), the flagship report of UN-Water on freshwater. WWAP Director is coordinating the UN-Water Task Force (TF) on Reporting on the 2030 Agenda for Sustainable Development that is responsible for reporting on SDG 6 through a Synthesis Report. The SDG 6 Synthesis Report (working title) will be launched in May 2018 in time to inform the discussion of the High Level Political Forum on Sustainable Development.

II. Duties and requirements
Under the overall supervision of the WWAP Director and the direct supervision of the programme manager, the Editor will receive input and feedback from the TF on Reporting on the 2030 Agenda for Sustainable Development. The Editor will perform the following duties:

a. Prepare draft of sections/chapters for the SDG 6 Synthesis Report (SR) based on the inputs provided by the team involved in its production and undertake research to complement drafts, if needed;

b. Support the TF on the preparation of the whole SDG 6 SR including its structure and carry out editorial work;

c. Collaborate with the TF to compile and address comments on the draft of the SDG 6 SR, provide detailed inputs on sections/chapters submitted by Members of the Task Force (Drafting Team), provide feedback on received comments and actively work with the WWAP team for the improvement of the draft as well as collection of material needed for its completion;

d. In collaboration with the Project Manager, WWAP Director and possible other members of the TF (Drafting Team), prepare the initial draft of the SDG 6 SR by 01 December 2017, to be discussed in the Face-to-Face meeting;

e. Fine-tune the pre-endorsement (by UN-Water) file: Ensure a flowing narrative, screen for consistency (terminology, language) and eliminate redundancies throughout the entire report, and ensure that each of these sections/chapters reflect the overall vision and main messages of the Report in order to [February-March 2018];

f. Prepare the endorsement copy for UN-Water [February/March 2018]
g. Produce the post-endorsement file by reviewing and revising the Final Draft of the SDG 6 SR in its entirety, with the objectives detailed in (e) [February/March 2018];

h. Draft, revise and finalize the Main Messages, Executive Summary for Policy Makers of the SDG 6 SR to reflect the final version of the Report [March-April 2018].

i. Proof read the SDG 6 SR, its Main Messages, and the Executive Summary for Policy Makers and provide corrections until these documents are ready to print [May 2018].

j. Prepare a detailed content presentation to be used by the TF and a comprehensive script to support the presentation [May 2018].

REQUIRED QUALIFICATIONS

EDUCATION
- Advanced university degree (MSc or equivalent) in the field water resources or related subjects

WORK EXPERIENCE
- Author of water related publications
- Minimum five years of experience in writing policy oriented documents
- Experience in working in large scale integrated projects related to water and environment
- Extensive experience in ensuring coherence and editing English text from different authors

SKILLS/COMPETENCIES
- Excellent organizational skills
- Excellent communication skills (oral and in writing), including the ability to clearly and concisely prepare, present and discuss findings on relevant issues
- Ability to work in a team and to maintain effective working relationships in a multicultural environment and under tight deadlines

LANGUAGES
- Excellent knowledge of English, particularly in technical writing, mastering of other UN languages is an asset

HOW TO APPLY
To apply, please fill the UNESCO CV and send it, together with a cover letter and a writing sample, by email to wwap.perugia@unesco.org.

The writing sample may be an original piece of 1000 words on the following subject: SDG 6: progress and way forward within the 2030 Agenda for Sustainable Development.

Please label the subject line “Editor SDG6 SDG 6 Synthesis Report”. The deadline is 31/08/2017 at midnight (Paris time). The appointment is contingent on the availability of funding. Only short-listed candidates will be contacted. UNESCO does not charge a fee at any stage.