



United Nations System Staff College (UNSSC)

Individual Contractor

Vacancy No: IC/003/2020
Post Title: Individual Contractor
Organizational Unit: UNSSC Knowledge Centre for Sustainable Development
Duty Station: Home-based
Duration: 12 days (3 to 18 December 2020)
Terms of remuneration: 100\$ per day up to a maximum amount of 1,200\$
Deadline for applications: 30 November 2020

I. Organizational context

The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for the United Nations system staff. Its overall objective is to promote and support UN inter-agency collaboration, increase the operational effectiveness of the UN system as a whole and provide UN staff with the required skills and competencies to face today's global challenges.

The UNSSC Knowledge Centre for Sustainable Development is an integral part of the United Nations System Staff College tasked to support the UN system in implementing the 2030 Agenda for sustainable development through learning, training, and knowledge management. The UNSSC Knowledge Centre for Sustainable Development designs, develops, and delivers highly facilitated online courses on climate change, engaging the private sector, anti-corruption, circular economy, policy coherence for sustainable development, social protection, SDG Primer, and UN Sustainable Development Cooperation Framework online course.

II. Objective

UNSSC is looking for a contractor who could provide support in **extracting English texts, interactions, and images** from two online courses. The courses are: Paris Agreement on Climate Change as a Development Agenda and Unleashing the Power of the Private Sector for the 2030 Agenda

The online courses have been developed using Rise, Storyline (Articulate) and CLANED Boards.

The overall objective of the assignment is to scale online learning opportunities in order to reach a wider audience across global and reaching communities, organizations, and individuals in vulnerable areas.

III. **Deliverables**

Under the supervision of the Learning Portfolio Managers, the contractor/s is expected to:

- Extract texts and images, including captions of images and videos, if available, of the two online courses on climate change, engaging the private sector, and compiling the texts and images in a Microsoft Word document.
- Double-check spelling mistakes and ensure that the texts and images, as compiled in a Microsoft Word document, correspond to Rise and Storyline (Articulate) and CLANED Boards.
- Submit the compilation of extracted texts and images to the Learning Portfolio Managers by **18 December 2020**.
- The extracted texts and images should be submitted in a Microsoft Word document file, which will be the basis of translation to different UN languages of the courses in 2021.

III. **Qualifications required**

- High school diploma
- Basic knowledge of Microsoft Word, Rise, Storyline and CLANED
- Fluency in written English

IV. **Submission of applications**

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)

The application should be submitted preferably by e-mail to recruitment@unssc.org with a subject title of "Application for Individual Contractor 003.

Late submission of application and/or incomplete application will not be considered.

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted shortly after the application deadline.

Date of issuance: 16 November 2020