**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

 Date: 27 November 2012

**Country: Headquarters in New York City, USA**

**Description of the assignment: Professional Editor**

**Project name: Evaluation Office: Professional Editors**

**Period of assignment/services (if applicable): *On-call Assignments* from 1 Dec 2012 – 31 Dec 2015**

Proposal should be submitted by email to **Evaluation.Office@undp.org** no later than COB (close of business) ***Monday, 10 December 2012***.

**Interested candidates should include their Resume/CV (with 3 references) – and - cover letter (as one attachment), and more specifically, in the area of evaluation, and must include their Daily quote (Professional fees only) in US Dollars. All other fees and costs such as Life Insurance, Medical Insurance, Communications, all others, etc., will be strictly borne by the candidate. Only shortlisted candidates will be contacted.**

Any request for clarification must be sent by email to: **Evaluation.Office@undp.org**. The *Evaluation Office* will respond also by email and will communicate the response to *all* consultants, including an explanation of the query but without identifying the source of enquiry.

Attachment: ANNEX – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

**1. BACKGROUND**

The UNDP Evaluation Office (EO) on average produces 15 annual publications including Thematic Evaluations, Global & Regional Programme Evaluations and Assessments of Development Results (ADRs). Please visit our website to see past reports: **http://www.undp.org/evaluation**

EO requires editors to ensure proper presentation of information relating to the production of its reports. Professional editors are sought in the following three UN languages:

* English
* French
* Spanish

**2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

1) Perform a substantive edit of EO reports: including two rounds of edit and proofreading of the designer layout version.

2) Make necessary revisions according to UNDP Style Manual (will be provided).

3) The editor will ensure:

* Correct spelling and appropriate use of words
* Correct grammar and syntax
* A consistent style and format throughout the document
* Correct use of (English/French/Spanish) while maintaining the authors’ writing style to the extent practical
* Elimination of repetition and inconsistencies
* Correct/consistent line spacing
* Appropriate positioning and numbering of boxes, figures and tables
* Consistent font (s) – as relevant
* Appropriate use of italicized and bolded words
* Complete footnotes

4) Prepare a complete table of Contents and Acronym List per document.

**Deliverables & Timeframe**

Duration of the individual contracts will depend on the length of the reports. The full payment will be made only after the successful completion of task, which will be reviewed and approved by the Evaluation Office.

**3. REQUIREMENTS FOR COMPETENCIES AND QUALIFICATIONS**

**Competencies:**

* Demonstrate strong written communication skills and excellent organizational and interpersonal skills.
* Understand the concept of development and evaluation in particular is an advantage.
* Be knowledgeable of current UNDP activities.
* Maintain strong and effective team spirit.
* Ability to work under pressure.

**Qualifications:**

* Master's degree in journalism, social sciences/economic fields is an advantage, but not mandatory.
* Minimum of ten years of proven track record in editorial work.
* Excellent written and spoken command of English, and/or French, and/or Spanish.
* Proven experience of editing UN and/or UNDP documents is an advantage, but not required.
* Have a proven history of reliability as well as ability to deliver output on schedule.
* Be able to work in track changes for Word and Pdf.

**4. FINANCIAL PROPOSAL**

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The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the actual number of days worked towards the completion of the required output.

**Travel**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join the duty station/repatriation travel. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC (Individual Consultant) wish to travel on a higher class, he/she will bear the cost in *excess* of an economy class ticket (i.e., cost over and above economy class fare).

In the case of unforeseeable travel - *prior* to the travel, payment and reimbursement of travel costs - including tickets, lodging and terminal expenses - will be agreed upon between the Evaluation Office and the IC.

**4. FINANCIAL PROPOSAL**

**5. EVALUATION (Please use criteria below to base your CV submission, which in turn, will be used in the evaluation of the best offers).**

*Only candidates obtaining a minimum of* ***80%*** *in the Technical evaluation will be considered for the next stage, the Financial evaluation (****20%****). Then, both technical and financial points will be added. The award of the contract(s) will be issued to the highest scorer(s).*

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| ***Criteria*** | ***Weight***  | ***Max. Point*** |
| *Technical* |  |  |
| * Proven track record in editorial work.
* Proven experience of editing UN and/or UNDP documents.
* Understand the concept of development and evaluation.

Total Technical: |  *40%*  *10%* *50%**100%* | *32 points* *8 points**40 points**80 points* |
| *Financial* | *20%* | *20 points* |