



United Nations
SOUTH AFRICA-PRETORIA
OFFICE OF THE UN RESIDENT COORDINATOR

Terms of Reference

Writer & Editor – UN in South Africa 2016-2018 Progress Report
October – December 2018

Context

The South Africa- United Nations Strategic Cooperation Framework (SCF 2013-2017 ext. 2019) is the overall framework for joint UN programmes in South Africa. The SCF was developed in 2012 through a participatory and consultative process, coordinated by the Department of International Relations and Cooperation (DIRCO) and the UN Country Team (UNCT) - which comprises of seventeen United Nations agencies, funds and programmes accredited to South Africa.

The SCF is based on a common understanding of the strengths of the UN system and its comparative advantage in adding value to Government's objectives and priorities as reflected, in the New Growth Path (NGP), Government's National Development Plan (NDP): Vision 2030, the Medium Term Strategic Framework (MTSF) and the Sustainable Development Goals (SDGs).

The SCF Results report is an important publication to showcase the results and achievements of the joint work of United Nations Agencies in South Africa. The report details successes, challenges and lessons learnt in joint cooperation between UN Agencies and the South African Government. It is an essential advocacy and communication publication for the United Nations and remains the single most important publication for the United Nations. It is distributed to Government, high-level UN officials, the Diplomatic Corps, Civil society organisations, Private sector, Academics, Foundations and the media.

The consultancy entails information gathering and the production of an advocacy report in line with the SCF (2013-2019) results matrix. The Result report will cover the period 2016-2018.



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Scope of work

Tasks:

- 1) The consultant will draft an outline based on the current SCF and the SCF Results Matrix which will be reviewed by Programme Management Team and the Monitoring & Evaluation Group.
- 2) Based on the approved outline, the consultant develop standardised templates for inputs from all UN joint work structures. The consultant shall work in close collaboration with the RCO to assemble maximum 70-100 pages of text (including annexures) for the 2016-2018 Result Report as per the proposed editorial and production schedule.
- 3) The draft text will be reviewed by the UN M&E Group and the UN Communications Group (UNCG) the consultant will incorporate revisions related to content and/or language. Where applicable, the text will adhere to branding standards, including graphic guidelines, for language and presentation. The final version of the report will be approved by the UN Resident Coordinator.
- 4) The consultant will work closely with United Nations Information Centre (UNIC) to develop innovative ideas for graphics and charts that creatively convey key messages/data in the report. Where possible, the text should be enriched with human interest stories to demonstrate impact.
- 5) The report will be results-oriented taking into account the principles of Results-Based reporting with a focus on the results and impact of the SCF. The report should highlight the human right based approaches, gender equality and empowerment initiatives, and South-South Cooperation used during implementation and results achieved in these areas.
- 6) The consultant will proof read the texts and edit the text, and provide it to the selected service provider who will prepare the design and layout for the report.



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Deliverables:

Draft report (inception report) showing how the consultant intends to undertake the assignment, (with key mile stones and timeline)

Final text as a Word document, including table of contents, photo captions and credit

Proofreading of text and graphics to ensure these are error free.

Qualification Required:

Education: Holder of at least a Master's Degree in Communications, Social Sciences, Economics or Development Studies.

Experience:

At least ten years work experience in drafting report, brochures etc.

Experience in the UN system programs and operations.

Knowledge of UN's Strategic Mission and goals.

Experience in producing strategic UN reports.

Experience in UNDAF, CPD and CPAP processes an advantage.

Language Requirements: Fluency in spoken and written English is essential.

Skills Required:

Strong research and excellent writing skills in English.

Excellent organizational skills.

Experience in producing corporate documents.

Understanding of UN development issues and UN reform is a plus

Knowledge of UN terms, language and style.

Ability to be flexible and respond to changes to text as part of the review and feedback process.

Strong interpersonal skills, ability to communicate and work with diverse people.

Demonstrated ability to meet deadlines and work under pressure.



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Corporate Competencies:

- Demonstrates integrity by modelling the UN values and ethical standards.
- Promotes the vision, mission, and strategic goals of the UN in Rwanda.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favouritism.
- Excellent analytical and organizational skills.

Functional Competencies:

Development and Operational Effectiveness:

- Ability to lead strategic information collection, analysis and result-based use of information.
- Ability to lead formulation of strategies and their implementation.
- Excellent writing and presentation skills.

Management and Leadership:

The assignment requires a credible, independent, transparent and inclusive approach in order to provide the UNCT and its stakeholders with an advocacy product for the UN's contribution towards achieving the National Development Plan (NDP) outcomes and results, based on the agreed Strategic Cooperation Framework.

The consultant should demonstrate good oral and written communication skills.

The consultant should also demonstrate openness and an ability to manage complexities.

Institutional Arrangement

The consultant will be supervised by the Resident Coordinator's Office, Pretoria – South Africa. He/She will work in liaison with UNIC, the M&E Group Chair and PMT Chair.

Duration

The consultant will work for 60 working days. It is noted that due to the nature of the project, there will be periods of time when no actual writing or editing will occur because the writer will be waiting for either text clearances and/or layouts from the designer.



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Duty Station

The consultant should be based in Pretoria, South Africa.

Remuneration

Remuneration will be based on experience and qualifications and UN Rules and Regulations applying a competitive selection process.

Recommended presentation of Offer

The consultant offer must be composed by the following documents:

- Personal CV or P11, indicating all past experience of similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, on how he/she will approach and complete the assignment;
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If the consultant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the consultant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Evaluation

Offers will be evaluated by using the Lowest Price Quote among technically responsive offers.

Technical proposals will constitute 70% of the overall rating of the proposal.

The financial proposal will be evaluated at 30% of the overall rating of the proposal.



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Criteria	Weight	Max. Point
Technical		
Master's Degree in Communications, Social Sciences, Economics or Development Studies from a recognized University.	15 %	15
At least ten years work experience in the development area	15%	15
Experience in the UN system programs and operations, UNDAF, CPD, CPAP	20%	20
Experience in preparing UN Strategic reports	20%	20
Methodology on how he/she will approach and complete the assignment	30%	30
TOTAL	100%	100

Institutional arrangements

Outputs delivered under this contract will remain the property of the UN Country Team, as per the terms and conditions of individual consultants and contractors outlined in the UNDP contract guidelines. The communications tools will be published under Creative Commons Attribution-Non Commercial-No Derivative Works 3.0 license and line with UN Communication Guidelines.

How to apply

Interested service providers should send proposals to procurement.za@undp.org by close of business 23 September 2018.