



English editing / proofreading / quality assurance consultant

Location:	Bangkok, THAILAND
Type of Contract:	IC
Post Level:	N/A
Languages Required:	English
Starting Date:	15 November 2018
Expected Duration of Assignment:	13 months

Background

UNDP is the UN's global development network advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. The Sustainable Development Goals (SDGs) will require a rethink of how our societies and economies are organized, how we can eradicate poverty, inequality and how we can adopt sustainable patterns of production and consumption.

The Regional Hub (BRH) provides technical and substantive support to UNDP Country Offices as well as regional partners. BRH supports the development of various communication materials and knowledge products, such as meeting minutes and reports, research reports, discussion papers, consultation papers, fact sheets, press releases, etc. The materials are targeted towards partners in government, civil society groups, the private sector, donors and the general public in the Asia-Pacific region.

In many cases, translations and proofreading are central to the delivery of project outputs and the effective preparation of UNDP's work. To meet the resulting demand for translation and editing of documents and materials, UNDP BRH seeks a Consultant with excellent knowledge of English language and perseverance, to provide support to our country offices to proofread, edit and ensure quality of the documents with a multi-national workforce by helping finalize proposals, project documents, report and publications. This would include thorough review of publications of varying technical complexity, as well as quick turnover time.

Duties and Responsibilities

Proofreading 70%

-) Provide support to content Quality Assurance for country offices (and BRH); support, by writing, editing, researching, proofreading and translating, the drafting and preparation of a range of documents including proposals, project documents, research papers, result reports, integrated workplans, press releases, web stories and other publications with high efficiency and with client-ready quality;
-) Maintain a tracking-system within Asia Pacific (using MS SharePoint) a mechanism where country offices can submit documents for translation, proofreading and editing with a reasonable fast turnaround time;
-) Where needed work with / coordinate a pool of UNV online proofreaders and translators in support to 24 country offices in Asia Pacific. Set up an allocation system to work with UNV's online (English proofreading, editing and translation to local languages) to support the country offices with proofreading and proposal writing and support BRH and country offices with translation of publications and other products to local languages. Check quality of the UNV online work and develop a recognition system for the online volunteers.
-) Support country offices for partnerships with setting standards in proposal writing, for traditional funding partners, government financing, private sector, and IFI's. To be independent and creative in various stages of proposal writing and recommend ways of how within the region this process can be streamlined. Creates a proposal database for sharing among all CO's.
-) Set up / maintain a proof writing / editing database to support the BRH and the 24 Country Offices in the region, from this good practice and examples will be identified and shared back to the Country Offices.
-) When needed attend forums, meetings, and events and make notes and reports of the meetings;
-) To support the Quality Assurance, Innovation or other RPPS teams

Partnerships 30%

-)] Support partnerships team with proposal writing, preparation of briefs, reports for traditional funding partners, government financing, private sector, and IFI's.
-)] Where needed assists in meetings and take notes and prepare minutes of partnerships meetings.
-)] Where needed assist in day-to-day operations and other ad hoc tasks.

Monthly deliverables/outputs

-) Proof reading the documents submitted by the country offices
-) Updating the document tracking system within the Asia Pacific Offices
-) Writing draft proposals and relevant documents if required
-) Supporting partnership team on day-to-day operations and other ad hoc tasks.

Competencies

- ⌋ English writing is your passion
- ⌋ Be confident, responsible, detail-oriented and skillful in communicating with others;
- ⌋ Ability to work under pressure and work on unfamiliar tasks;
- ⌋ Full dedication to the consultancy
- ⌋ Demonstrates commitment to UN's mission, vision and values.

Required Skills and Experience

Education

- ⌋ Graduated with a university degree in Linguistics, Translation or equivalent field

Experience

- ⌋ At least 2 years of experience in writing, copy editing and formatting meeting reports and other advanced written products for international organizations, national governments, NGOs and/or development partners.
- ⌋ Substantial experience in researching, reporting, writing and editing publications for United Nations or other international development partners.
- ⌋ Excellent communication and advocacy skills.
- ⌋ Knowledge of gender sensitive advocacy and communications strategies.
- ⌋ Good understanding of online communications needs and excellent attention to detail.
- ⌋ Proficient skills in Microsoft Word.

Language

- ⌋ Superb English writing and editing skills.

Institutional Arrangement

The consultant needs to work under the direct supervision of Regional Partnership Advisor.

Scope of Price Proposal and Schedule of Payment

- ⌋ The consultant has to propose all-inclusive daily fee in financial proposal.
- ⌋ Payment will be made on monthly basis upon submission of IC Time Sheet which is duly approved by the Regional Partnership Advisor.

Recommended Presentation of Offer

The following documents are required to submit to UNDP by/before the deadline of submission:

- ⌋ Duly accomplished Letter of Confirmation of Interest and Availability;
- ⌋ Signed updated personal CV including date of birth, past experience from similar projects, and emails, telephone and any other contact details of (3) references;
- ⌋ Financial Proposal form including all-inclusive daily fee.

Criteria for Selection of the best Offer

Combined Scoring Method: 70% weighted for the qualifications and 30% weighted for the price offer. The detail criteria for the assessment of qualification is follow:

- Relevant education- Max 10 points
- Experience in writing, copy editing and formatting meeting report and other advance written report- Max 20 points
- Substantial experience in researching, reporting, writing and editing publications for United Nations or other international development partners- Max 10 points
- Excellent communication and advocacy skills- Max 10 points
- Knowledge in gender sensitive advocacy and communications strategies- Max 10 points
- Good understanding of online communications needs and excellent attention to detail- Max 5 points
- Proficient skills in Microsoft word- Max 5 points

Candidate/s who receive 49 points in the qualification assessment will be consider for the financial assessment.