

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 6 November 2018

Country: Thailand

Description of the assignment: English editing / proofreading / quality assurance consultant

Duty Station: Bangkok, Thailand with no travel.

Project name: The Regional Policy and Programme Support (RPPS) division, UNDP Bangkok Regional Hub

Period of assignment/services (if applicable): December 2018 – December 2019 (up to 261 working days).

To apply for this position, please click the link below:

https://jobs.undp.org/cj_view_job.cfm?cur_lang=en&cur_job_id=81944

1. 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.

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

Scope of Work

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

Partnership 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.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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.

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Contract Duration: 1 December 2018 – 31 December 2019 (up to 261 days)

Duty Station: Bangkok, Thailand with no travel.

5. FINAL PRODUCTS

Expected deliverables are as follow:

- 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.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

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

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

-) **Letter of Confirmation of Interest and Availability** using the template provided in [Annex II](#).
-) **Personal CV** indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
-) **Financial proposal**, as per template provided in [Annex II](#). Note: National consultant must quote price in U.S. Dollar that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror 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 Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Incomplete proposals may not be considered. The shortlisted candidates may be contacted and the successful candidate will be notified.

8. FINANCIAL PROPOSAL

Price Proposal and Schedule of Payments:

The contract will be based on Daily Fee.

Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

9. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology;

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced qualified proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

-) Criteria 1: Relevance of Education - Max 10 points;
-) Criteria 2: Experience in writing, copy editing and formatting meeting report and other advance written report - Max 20 points;
-) Criteria 3: Substantial experience in researching, reporting, writing and editing publications for United Nations or other international development partners – Max 10 points;
-) Criteria 4: Excellent communication and advocacy skills - Max 10 points;
-) Criteria 5: Knowledge of gender sensitive advocacy and communications strategies- Max 10 points;
-) Criteria 6: Good understanding of online communications needs and excellent attention to detail- Max 5 points;
-) Criteria 7: Proficient skills in Microsoft Word- Max 5 points.

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for interview and Financial Evaluation respectively.