

Management Support Unit
Terms of Reference (TOR) for an Assignment Requiring the Services of an
Individual to be engaged through an Individual Contract (IC)

English Language Editor– LTA Contract

A. Project Title

Regional Bureau for Arab States - Regional Programme

B. Project Description

The Regional Bureau for Arab States of the United Nations Development Programme has an office located in Beirut (Lebanon) which serves as a platform for operation for the Regional Programme Division projects and/or activities that are implemented across the Arab countries. The bureau is home to several region-wide initiatives through the Regional Programme Division that support a number of regional projects.

The services required from the English Language Editor shall meet the needs of any of the bureau's projects.

C. Scope of Work

The editing of English documents will be the responsibility of the English Language Editor, including, but not limited to:

- Editing any document requested by Project Managers/CTAs;
- High quality English language editing;
- High quality presentation and style to meet the highest UNDP standards;
- The editing should consider the spirit of the original text;
- Check punctuation, style for all documents sent for editing (drafts, printer ready version and final printed version);
- Check the quality of the final text and ensure its correctness;
- Revisit the edited text as required attending to all remarks of the Project Managers/CTAs;
- Take into consideration the overall remarks and recommendations of the proof readers and the Project Managers/CTAs;
- Conduct proof reading to ensure that the document is properly edited.

D. Expected Outputs and Deliverables

The English Language Editor will liaise with UNDP to establish an agreed timeline and workplan based on the following milestones:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Any given text to be edited (LTA - case by case basis)	Since this is an LTA contract, tasks are not pre-determined, and each task assigned will have its own timeframe.	Since this is an LTA contract, tasks are not pre-determined, and each task assigned will have its own timeframe.	Project Managers/CTAs

E. Institutional Arrangement

- The English Language Editor is to be contracted on LTA basis. The work is expected to start upon contract signature.
- The English Language Editor will be accountable to the Project Managers/CTAs. The supervision will include approvals/acceptance of the outputs as identified in the previous section.

F. Duration of the Work

The duration of the assignment is expected to be 24 months upon contract signature.

G. Duty Station

This is a home-based assignment.

H. Qualifications of the Successful Individual Contractor

I. Education

- M.A. degree in English literature, journalism, social sciences, or other related fields.

II. Work Experience

- The consultant should have at least 8 years of relevant experience in professional editing, including editing of international development reports or relevant materials;
- Previous experience with UNDP style is preferred;

III. Assets:

- Effectiveness in meeting tight deadlines;
- Ability to work independently and achieve quality results with limited supervision and within tight schedules;

IV. Language Requirements

- Fluency in written and spoken English is required.;

- Knowledge of other UN language is an asset;

I. Scope of Price Proposal and Schedule of Payments

The unit price for the editing services will be based on word counts for documents up to 10 pages, and per page for documents above 10 pages (250 words per page).

Estimated requirements per year: 50 documents with an average up to 15 pages per document; although less may be needed.

Payment will be made against each edited document since the Long-Term Agreement is not a contract and UNDP does not warrant that any quantity of services will be purchased during the term of the LTA.

Detailed services will be contracted through a UNDP Purchase Order, which will be issued for each requested assignment under the LTA.