



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15 March 2019

Reference: LBN/CO/IC/27/19

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**Country:** Lebanon

**Description of the assignment:** International English Language Editor– Long Term Agreement.

**Project name:** Regional Bureau for Arab States - Regional Programme.

**Period of assignment/services:** 24 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **29 March 2019 at 11:59 P.M. Beirut Local Time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail [Procurement.lb@undp.org](mailto:Procurement.lb@undp.org) The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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### 1. BACKGROUND

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.

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

**For additional information, please refer to ANNEX I – Terms of Reference**

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Education**

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

### **III. 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;

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

### **(I). Technical **Proposal:****

(i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**

(ii) **Explaining why** you are the most suitable for the work

(iii) Provide a **Sample** edited document prepared by the applicants (including those from any previous employment) on developmental topics such as trade, knowledge, gender equality, etc...

(iv) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

## **5. FINANCIAL PROPOSAL**

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR as follows:

- **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).**

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days)**. The financial proposal shall be presented using the enclosed format of Appendix a - Annex III.

### **Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## **6. EVALUATION**

Individual consultants will be evaluated based on the following methodology:

### **Cumulative analysis**

When using this weighted scoring method, the award of the contract should 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* *Technical Criteria weight; [70%]*

\* *Financial Criteria weight; [30%]*

*Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
• <i>Criteria A: Years of relevant working experience.</i>		40
• <i>Criteria B: M.A. degree in English literature, journalism, social sciences, or other related fields.</i>		30
• <i>Criteria C: Previous experience with UNDP.</i>		10
• <i>Criteria D: Sample Document provided.</i>		20
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
<b>Total Score</b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

**How to apply:**

The consultancy is open for all international consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. Sample,
3. Annex 3 (Offerors Letter) and
4. Financial proposal

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all four (4) documents.

Incomplete applications will not be considered.

**ANNEXES****ANNEX I - TERMS OF REFERENCE (TOR)****ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS****ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**