

TERMS OF REFERENCE

Location:	Home-based (with no travel)
Position Title:	International Consultant Report Writer and Editor (English)
Type of Contract:	Individual Consultant (International Consultant)
Post Level:	International Consultant
Languages required:	English
Contract period:	15 July – 10 August 2019

BACKGROUND

The 2016 United Nations Secretary General's Plan of Action on Prevent Violent Extremism (PVE) underscores the need for development approaches to tackle the root causes, drivers and consequences of violent extremism (VE). Violent Extremism is a major challenge to peace and prosperity in many Southeast Asian countries. Much of it based on a complex and often localized interaction between socio-economic, political, and individualized contexts. In the last few years the nature of violent extremism has undergone a change towards transnationalism and, despite its often-localized context in long-standing existing conflicts, has attracted international actors.

Practitioners and academics alike have identified that there is a clear gendered dimension to violent extremism, which disproportionately impacts women and people who do not subscribe to accepted notions of gender and sexuality. However, while it is well-established that violent extremism produces gendered impacts, there has been relatively little attention paid to how gender relations influence the creation and perpetuation of violent extremism. Security-oriented attempts to 'contain' violent extremism have failed to recognize the increasing popularity of toxic masculine ideologies, that run alongside and feed into those that violate and restrict the rights of women as a sign of radicalization and therefore an early warning sign of extremism. In order to understand the role that gender plays in violent extremism, we must not only analyze women as victims or actors, but also analyze the ways in which gender identity, status and rewards influence the choices of men and women to become engaged in violent groups.

UNDP's Bangkok Regional Hub's PVE team currently has a project that aims at reducing the vulnerability of the Philippines, Indonesia, Malaysia and Thailand to violent extremism, the danger of radicalization and increasing the resilience of local communities and societies as a whole towards violent extremist threats. As part of this project, the team has joined forces with UN Women's Regional Office for Asia and the Pacific (ROAP) to commission a collection of research papers on "The Nexus between Masculinity, Femininity and Violent Extremism", which is comprised of four different research papers

and one case study. These will be combined to produce a final publication to inform policy and programming on preventing and countering violent extremism (P/CVE).

In this context, UNDP Bangkok Regional Hub and UN Women ROAP seek to hire an International Report Writer and Editor (English) to edit the research papers that have been commissioned by UNDP and UN Women and synthesize them into a single, publishable knowledge product.

DUTIES AND RESPONSIBILITIES

Scope of Work

The International Report Writer and Editor will provide support to UNDP and UN Women's and Preventing Violent Extremism team.

The consultant will assist with:

-) Developing a publishable knowledge product comprised of four papers. The four papers are cumulatively 90 pages.
-) Developing one case study that was commissioned under "The Nexus between Masculinity, Femininity and Violent Extremism" study. The case study should be approximately 1200 words, based off of existing research commissioned under the scope of the study.
-) Copyediting the publications and publication introduction in line with the UN Editorial Manual

Expected Outputs and Deliverables

The International Consultant Report Writer and Editor will be responsible for the following:

Expected Deliverables/Output	Target Due Dates	Review and Approvals Required
1. Review papers 1 and 2, editing to be in line with UN publication standards and copy editing to match the UN Editorial Manual. Respond to feedback and further questions from UNDP and UN Women to finalize knowledge products.	19 July	Asia-Pacific Regional Programme Specialist on Gender and Inclusion in Peacebuilding
2. Review papers 3 and 4, editing to be in line with UN publication standards and copy editing to match the UN Editorial Manual. Respond to feedback and further questions from UNDP and UN Women to finalize knowledge products.	26 July	Asia-Pacific Regional Programme Specialist on Gender and

		Inclusion in Peacebuilding
3. Translation of paper 5 into a succinct case study, rewriting as necessary, editing to be in line with UN publication standards and copy editing to match the UN Editorial Manual. Respond to feedback and further questions from UNDP and UN Women to finalize knowledge products.	5 August	Asia-Pacific Regional Programme Specialist on Gender and Inclusion in Peacebuilding
Institutional Arrangement <p>Under the overall guidance of the UNDP Regional Programme Specialist on Gender and Inclusion in Peacebuilding, the International Consultant Report Writer and Editor will work closely with the Project Officer to ensure timely delivery of expected outputs.</p> <p>The successful candidate will ensure that all deliverables follow UNDP relevant communications guidelines, provide the best possible functionality and usability to UNDP partners. UNDP must be consulted for final approvals of all content created under this contract.</p>		
Duration of the Assignment <p>The duration of the contract is 15 July – 10 August 2019. A consultant is expected to complete assignment by 5 August 2019.</p>		
Duty Station and Expected Places of Travel <p>Home-based with no travel</p>		

PAYMENT TERMS

<p>Consultant must send a financial proposal based on Lump Sum Amount excluded travel cost. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee and other related cost and any other applicable cost to be incurred by the Individual Consultant (IC) in completing the assignment.</p> <p>The method of payment is output-based lump-sum scheme. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR in USD for the contract period.</p>

The contract price will be fixed output-based price regardless of extension of the herein specified duration. The payments shall be released upon submitting the required deliverables with approval by the Asia-Pacific Governance and Peace Building Advisor that each deliverable has been satisfactorily completed.

Deliverable	Payment (% of total contract amount)	Review and Approvals Required
1. Review papers 1 and 2, editing to be in line with UN publication standards and copy editing to match the UN Editorial Manual. Respond to feedback and further questions from UNDP and UN Women to finalize knowledge products.	30%	Asia-Pacific Regional Programme Specialist on Gender and Inclusion in Peacebuilding
2. Review papers 3 and 4, editing to be in line with UN publication standards and copy editing to match the UN Editorial Manual. Respond to feedback and further questions from UNDP and UN Women to finalize knowledge products.	30%	Asia-Pacific Regional Programme Specialist on Gender and Inclusion in Peacebuilding
3. Translation of paper 5 into a succinct case study, rewriting as necessary, editing to be in line with UN publication standards and copy editing to match the UN Editorial Manual. Respond to feedback and further questions from UNDP and UN Women to finalize knowledge products.	40%	Asia-Pacific Regional Programme Specialist on Gender and Inclusion in Peacebuilding
Total	100%	

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.

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

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

-)] A master's degree in International Affairs, gender equality, or a similar field related to human rights and international development, etc.

Experience:

-)] A minimum of 5 years' relevant experience in the field of international development, peace and security, gender equality and women's and human rights, including editing, writing, and report production.
-)] Experience in writing/editing documents or knowledge products of UN Entities (please submit at least three (3) samples, either as attachments or links).

Language requirements

-)] Excellent command of written English

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 proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

-)] Criteria 1: Relevance of Education (max 15 points)
-)] Criteria 2: Substantive Experience and Skills (max 40 points)
-)] Criteria 3: Report writing, editing and language skills (max 15 points)

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

Documentation required

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.
-)] **Portfolio**, including **a)** a brief description of why the individual considers him/herself as the most suitable for the assignment; **b)** at least three (3) samples of previous publications edited,

including at least one UN publication. An example of a collection of research or studies of various authors edited by the individual is preferred.

) **Personal CV or [P11](#)**, indicating all past experience from similar projects, as well as the contact details (address, email and telephone number) of the Candidate and at least three (3) professional references.

) **Financial proposal**, as per template provided in Annex II. Note: consultant must quote prices in US Dollars.

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

Annex to the TOR:

Link to research paper will be shared to the shortlisted candidates once required.