

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
TERMS OF REFERENCE



Date: 29-08-2013

Country: Mexico

Description of the assignment: Draft and/or edit key United Nations Development Programme (UNDP) documents to ensure clarity, consistency and readability of the text for the intended audience.

Project name: 00048883 "Management Plan"

Period of assignment/services: 6 months. **Starting Date:** 15/09/2013. **Ending date:** 16/03/2014

Contract to be awarded: Framework Agreement/Individual Contract

Objective: Improve the impact of Mexico UNDP Country Office knowledge and advocacy products and publications, in order to expand their influence in current development debates advocating for transformational change in collaboration with partners and institutions in Mexico.

Supervisor of Products/Services: UNDP Deputy Resident Representative

Description of Travel: N/A.

Work Place: At distance

Payment form: Payment upon delivery and acceptance of the products/services.

Proposals should be submitted at the following address: Montes Urales # 440, Col. Lomas de Chapultepec, 11000 Mexico, D.F. or by email to rm@undp.org, or Licitaciones@undp.org, no later than 13 September 2013.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above no later than 10 September 2013. Responses, including an explanation of the query without identifying the source of inquiry, will be posted on the UNDP Mexico Web site www.undp.org.mx on 12 September 2013.

1. BACKGROUND

On the ground in 177 countries and territories, UNDP is the most universal actor in the area of technical development assistance and capacity development. The activity that is facilitated, executed, or encouraged through UNDP's global network generates not only direct development outputs, but also a rich base of collective knowledge. Since 1998, UNDP has been working on ways to tap into this base of experience in order to allow for accelerated lesson sharing and comparative analysis.

With a new UNDP Strategic Plan 2014-2017 put in place, the need arises to strengthen the quality assurance process for producing knowledge and advocacy products and, to assist in meeting editorial and production standards in line with this process, UNDP Mexico is setting up an LTA for development writers/editors with experience in the substantive areas of our work including: poverty reduction and achievement of the Millennium Development Goals (MDGs); democratic governance; energy and sustainable development; south-south cooperation and knowledge management. The main objective of the consultancy is to improve the impact of Mexico UNDP Country Office (CO) knowledge and advocacy products and publications in order to expand their influence in current development debates advocating for transformational change in collaboration with partners and institutions in Mexico.

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

Under the overall guidance of the Resident Representative and direct supervision of the Deputy Resident Representative the writer/editor consultant (s) will have the following areas of work:

Editing of knowledge and advocacy products:

- Draft and/or edit manuscripts to ensure clarity, consistency and readability of the text for the intended audience;
- Under the guidance of the Deputy Resident Representative and authors/specialists, assemble all chapters/sections; suggesting re-writing as necessary, adding/editing boxes of interest, tables and charts bringing the manuscript to full completion including all necessary components (table of contents, foreword, preface, introduction, bibliography, tables, annexes, boxes, etc.)
- Point out factual inconsistencies, inconsistencies in arguments, political nuances, faulty logic, and awkward or unclear passages and suggest solutions;
- Ensure all references are in order, requesting source information for tables and figures when such information is missing;
- Ensure timely incorporation of feedback received from internal and external peer reviewers into draft manuscripts;
- As appropriate, work closely with the consultant graphic designer to develop ideas for infographics, charts and images that creatively convey key messages/data in the manuscript;
- Proof-read final texts as laid out by designer to ensure text and associated graphics are error free.

Creative writing targeting external audiences and the media:

- Summarize, draft and edit succinct communications pieces in close cooperation with UNDP task managers;
- Produce draft succinct opinion articles for UNDP public website and other media channels, including blogs, based on key knowledge products, publications and other products under the responsibility of UNDP researchers and senior policy advisors; and
- Support the substantive revision of opinion articles and other materials aimed at media outreach in coordination with the author(s), communication assistant, knowledge management and M&E analysts.
- The writer consultant shall coordinate with the author(s) of the concerned knowledge materials. Task/project managers will likely differ from task to task.

Expected Outputs: Reports written on the following (a detailed list of all inputs and services will be provided to the Individual Contractor by UNDP, each time of call-off, in order to perform the services)

- South-South and Triangular Cooperation Report
- Systematization of Experiences from the field
- Publications (ex. State profiles)
- Policy level proposals
- Knowledge products
- UNDP Annual Report
- Infographics
- Agreement Toolkit

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Master's Degree in development studies and social sciences, journalism, communications, international relations or other development or communications-related area of study;

II. Years of experience:

- Minimum 5 years of experience as a writer/editor producing/editing relevant publications and products;
- Experience in writing for media outlets, development-related organizations, research centres, think-tanks or multilateral institutions required;
- Substantive understanding of and/or background in one or more of the following areas of specialization: poverty reduction; democratic governance; sustainable development, environment and energy; south-south cooperation and knowledge management;
- Proven record in advanced copy editing and/or producing knowledge in the area of sustainable, human development and international development;
- Knowledge of UN, including UNDP terminology, language and style an advantage.

III. Competencies:

- Creativity and an 'original voice'
- An excellent command of written English and written Spanish as well as literary skills and devices
- Motivation and self-discipline to work without supervision
- A knowledge of technical and professional publications on topics including social sciences, development, and of the audience they aim to reach
- Information Technology and typing skills
- The ability to accept criticism and use it in a constructive way
- Determination and perseverance.
- Verifying the factual content of written work;
- Conducting interviews with people either face-to-face, over the telephone or by email;
- Submitting material for publication in the required and expected format;
- Demonstrated accuracy and attention to detail;
- Ability to be flexible and respond to changes as part of the review and feedback process;
- Demonstrated ability to meet deadlines and work under pressure.

IV. Language:

- Complete fluency in English and Spanish (written and oral).

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested Individual Consultants must submit the following documents/information to demonstrate their qualifications: All documents required shall be presented altogether in just one (1) envelope, if submitted by courier; or in one email transmission, or as an attachment to an on-line application, without password encryption.

1. Technical Proposal: (Free Format)

- i. Explaining why they are the most suitable for the work
- ii. Provide a brief methodology on how they will approach and conduct the work

2. Financial proposal Fee should include all taxes. (Format 1 - Confirmation of Interest and submission of financial proposal)

3. Personal CV (Free format) including past experience in similar projects and at least 3 references. UNDP Personal History Form P11 is welcome in addition.

- i. Samples of work you consider to be the best and most relevant examples of at least two of the following categories. The total number of samples should not exceed 6.
 - ✓ An opinion/news article written and/or edited by the Offeror;
 - ✓ An advocacy or outreach-related product (brochure/booklet/press kit) written and/or edited by the Offeror;
 - ✓ A development-related publication or knowledge product written and/or edited by the Offeror.

The Offeror must specify if she/he was solely responsible for producing or editing each of the above materials. Please provide the samples in a document with internet links.

5. FINANCIAL PROPOSAL

Payments Terms:

Contracts based on fee per page.- The financial proposal will specify the fee per page, and payments will be made to the Individual Consultant, based on the number of pages reviewed/worked. Fee shall be expressed in Mexican Pesos and should include all taxes. The fee per page included in the financial proposal must be all-inclusive and shall take into account all expenses expected to be incurred by the Individual Contractor during the contract period.

The process that will be used to activate or initiate the rendering of service within the period of the IC is an “on-call engagement” through e-mail. Approval process required to certify outputs prior to authorizing payment.

Travel:

No travel is envisaged.

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

- * Technical Criteria weight; 70%

- * Financial Criteria weight; 30%

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation. Offerors will be assessed and scored against the following evaluation criteria.

Criteria	Weight %	Maximum Points
<u>Technical</u>	70	
Education: Master’s Degree in development studies and social sciences, journalism, communications, international relations or other development or communications-related area of study		20
Experience: minimum 5 years as a writer/editor of significant, relevant publications and products; Writing illustrates clear understanding and knowledge of the substantive issues covered by UNDP (as set out above)		20
Samples of original works by the Offeror		30
Writing as expressed in the work samples makes complex topics interesting and easy to understand with clear, coherent and concise argumentation and analysis		30
<u>Financial</u>	30	

ANNEX

ANNEX 1- FORM 1 – CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL



ANNEX 2.- PERSONAL HISTORY FORM FOR INDIVIDUAL CONTRACTS (P11)



ANNEX 3.- MODEL OF CONTRACT TO BE SIGNED – FRAMEWORK AGREEMENT / INDIVIDUAL CONTRACT (does not form a financial obligation or commitment from UNDP at the time the IC is signed, and such an agreement is non-exclusive, it does not prohibit UNDP from entering into another such framework agreement with another individual or entity.



ANNEX 4.- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

