



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE - EXTENSION

Date: 9 June 2014

Reference: LEB/CO IC/45/14

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**Country:** Lebanon

**Description of the assignment:** Procurement of Individual Professional Editing Services on Framework basis to the United Nations Development Programme (UNDP) Regional Bureau for Arab States (RBAS)/ Regional Programme Division (RPD).

**Period of assignment/services:** One year from Contract Signature.

Proposals should be submitted to the below e-mail address no later than **Wednesday 6, August 2014, 3:00 p.m., Beirut Local Time:**

Contact Person:	Procurement Unit
Name of Office:	UNDP Lebanon Arab African International Bank Building Third Floor, Room # 310 Riad El Solh Street, Nejme, Beirut 2011 5211, Lebanon
Telephone:	+ 961 1 962 500
Fax:	+ 961 1 962 491
E-Mail:	<a href="mailto:procurement.lb@undp.org">procurement.lb@undp.org</a>

Any request for clarification must be sent in writing to the e-mail indicated above. 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 United Nations Development Programme (UNDP) Regional Bureau for Arab States (RBAS)/ Regional Programme Division (RPD) is currently running the following projects: Anti-Corruption and Integrity in the Arab Countries (ACIAC), the Aid for Trade Initiative for the Arab States (AFTIAS), the Arab Development Portal (ADP), the Arab Human Development Report (AHDR) and the Arab Knowledge Report (AKR).

The services provided by the successful candidate shall therefore cover any of the above-mentioned projects upon request.

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

The editing of the Regional Programme Division (RPD) documents will be the responsibility of the Editor, including, but not limited to:

- Proper Arabic, English and French language editing.
- Proper presentation and style to meet the highest standards.
- The editing should consider the spirit of the original text.
- Check punctuation, style for all phases of report production (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 Director, Chief Technical Advisor or Project Manager.
- Editing all parts of the report; this includes all charts, figures, tables, and tables as well as the statistical annex.
- Take into consideration the overall remarks and recommendations of the RPD proof-readers, and the Project Director, Chief Technical Advisor or Project Manager will have the final say regarding the text, adjustments and final acceptance of the edited version.

**For detailed information on Editing requirements and deliverables, please refer to Annex I- Terms of Reference.**

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- a) M.A. degree in Translation; English, French or Arabic Literature; or other related fields of study.
- b) At least ten years of professional experience in translation or editing.
- c) High level of competency in Arabic, English and French are required.

#### 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** they are the most suitable for the work
- (iii) Personal CV** including past experience in **similar projects** and at least **3 professional references mentioning their e-mail addresses.**

#### 5. FINANCIAL PROPOSAL

- **A Framework Agreement** (also known as Long-Term Agreement) with the Individual Consultant to provide services that are needed on an intermittent basis:

The financial proposal will specify the services fees based on word counts for documents up to 10 pages, and per page for documents above 10 pages (250 words per page)

The process of initiating the rendering of Editing services within the period of the IC agreement will be upon UNDP issuance of requests/purchase orders to the Consultant from time to time during the term of this agreement, making reference to the agreement, and setting out the services required, place of delivery and other instructions.

Payments are made to the Individual Consultant upon submission of an invoice and Editing deliverables to be approved by the UNDP requesting unit.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the format of Appendix a.

#### 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><b>Technical Competence</b></u> (CV review and relevance of education and experience. Prior experience in similar projects, preferably in UN context. Technical Test)	70%	100
• Demonstration of excellent writing skills through Technical Test		45
• Good relevant IT Skills		25
• Previous UN experience		30
<u><b>Financial</b></u> (Lower Offer/Offer*100)	30%	100
<u><b>Total Score</b></u>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

<b>Weight per Technical Competence</b>	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

## **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**