



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 21<sup>st</sup> August 2019

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Number of consultancies	: 1
Contract Type	: Individual contract
Description of the assignment	: Individual contract

### **Short-term consultant: Editing Synthesis Reports for Making Access Possible (MAP)**

**Estimated Period of assignment/services (if applicable)** : 40 working days

**Estimated Contract Commencement Date** : 14<sup>th</sup> October 2019

Proposal should be submitted by email to [procurement.za@undp.org](mailto:procurement.za@undp.org) no later than 23<sup>th</sup> September 2019 11:59 Midnight, South Africa time zone (GMT +02:00).

Any request for clarification must be sent by standard electronic communication to [procurement.enquiries.za@undp.org](mailto:procurement.enquiries.za@undp.org). UNDP will respond by standard electronic mail and will send responses, including an explanation of the query without identifying the source of inquiry, to all consultants.

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## 1. BACKGROUND

The UN Capital Development Fund (UNCDF) is the UN's capital investment agency for the world's 47 least developed countries. It creates new opportunities for poor people and their small businesses by increasing access to microfinance and investment capital. UNCDF provides seed capital – grants and loans – and technical support to help financial service providers reach more poor households and small businesses, and local governments finance the capital investments – water systems, feeder roads, schools, irrigation schemes – that will improve poor peoples' lives. UNCDF programmes help to empower women, and are designed to catalyse larger capital flows from the private sector, national governments and development partners, for maximum impact toward the Sustainable Development Goals.

Making Access Possible (MAP) is a multi-country diagnostic and programmatic framework to support expanding access to financial services for individuals and micro and small businesses. MAP has been initiated by UNCDF as one of its main programmes to enhance financial inclusion in LDCs. Through a dialogue and evidence-based process, MAP aligns a broad range of stakeholders from within government, private sector and the donor community to create a set of practical actions aimed at extending financial inclusion tailored to that country. Importantly, financial inclusion is pursued not as an objective in and of itself, but for its role in achieving the core public policy objective of enhancing household welfare, supporting livelihoods and contributing to economic growth and employment. As the MAP programme publishes the results of the diagnostic studies from the pilot countries,

UNCDF would like to ensure that all reports published therein are accessible and of the highest professional quality. As such a professional editor, experienced in the oversight and editing of complex analytical papers is required.

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

MAP is a partnership between three organisations, namely FinMark Trust, Cenfri and UNCDF. The consultant will be required to conduct a detailed edit of 5 synthesis notes produced by the MAP Global Hub.

As such, the Consultant should expect to deliver the following on each report:

1. Improved grammar and syntax
2. Improved diction, sentence structure, flow and clarity of message
3. Line editing, copy editing, in-depth improvements to language usage, organization, phrasing, style formatting and feedback on content
4. Reduced vagueness and abstraction and increasing readability/accessibility
5. Substantive (developmental) editing to identify unsupported or underdeveloped points or arguments and ensure a cohesive and structured storyline
6. Ensured linkage of synthesis report findings to relationships/interplays between increased financial inclusion and national strategy/roadmap/programming

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### 1. Education:

A bachelors degree in arts, linguistics and English will be an advantage.

#### Experience:

Substantive understanding of and/or background in one or more of the following areas of specialization: financial inclusion, poverty, innovation and primary market data in financial services; Proved record of relevant work in copy editing and/or producing knowledge in the area of financial inclusion, SDG's and inclusive growth;

Advanced copy-editing experience for minimum 10 years and excellent attention to detail;

Experience as a writer/editor producing/editing corporate publications and technical journals; and

Knowledge of the UN, including UNDP terminology, language and style an advantage.

Experience or familiarity with the MAP Insights Series will be an advantage.

Published editor will be an advantage.

#### 2. Languages:

Excellent analytical and writing skills in English language;

#### 3. Competencies:

Ability to be flexible and respond to changes to text as part of the review and feedback process;

Demonstrated ability to meet deadlines, and perform multi-task activities under certain degree of pressure

Ability to understand detailed data analytics and linking story-lines to evidence from the data.

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

Applicants are required to submit the following:

- i. A Technical Proposal: (i) Letter of Interest, stating why you consider your service suitable for the assignment; and (ii) a brief methodology on the approach and implementation of the assignment, including broad time-frame (phases), and well-defined deliverables in relation to the scope of work, the costs per deliverable(s);
- ii. Evidence and examples of similar work done;
- iii. Personal CVs highlighting qualifications and experience in similar projects;
- iv. Work references - contact details (e-mail addresses) of referees (organization for whom you've produced similar assignments);
- v. All-inclusive financial proposal indicating consultancy fee (South African Rand) and a breakdown of expenses (unit price together with any other expenses) related to the assignment. The proposal must incorporate all travel costs for the service provider to achieve the required deliverables.

## 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 (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

**Travel:**

The Programme Specialist will agree, in consultation with the UNDP South Africa Country Office, with the consultant, in terms of the final number of field missions to be conducted and the duration for each mission in accordance with the scope of work. An indicative plan shall be developed at the induction session following the appointment of the consultant. The Financial proposal should include a breakdown of the estimated costs envisaged for the field missions (travel). The travelling cost for the communities including venue and catering arrangements for the planned field missions will be managed separately by the Programme Specialist jointly with the UNDP South Africa Country Office.

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodology.

Lowest Price technically qualified offer. The award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

- a) responsive/compliant/acceptable,
- b) ("responsive/compliant/acceptable" can be defined as fully meeting the TOR provided.)

**Technical Evaluation Criteria (Total 70 marks):**

- At least 5 years' experience in technical editing with data included in the work, and a bachelor's degree (or higher) in arts, linguistics and English, or equivalent qualification **(30 marks)**
- Previous experience on the MAP Global Insights Series as outlined in the methodology, or demonstrated knowledge thereof in lieu of experience; **(20 marks)**
- Published editor and amount of publications; **(20 marks)**

**Financial Evaluation (Total 30 marks):**

All technical qualified proposals will be scored out of 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals received points according to the following formula:  $p = y (\mu/z)$ , where:

- $p$  = points for the financial proposal being evaluated;
- $y$  = maximum number of points for the financial proposal;
- $\mu$  = price of the lowest priced proposal;
- $z$  = price of the proposal being evaluated.

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**ATTACHEMENTS TO THIS NOTICE:**

- **TERMS OF REFERENCES (TOR)**
- **INSTITUTIONAL CONSULTANT GENERAL TERMS AND CONDITIONS**
- **CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL**