

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

<b>Location :</b>	Home-based
<b>Application Deadline :</b>	23 September 2019 <b>(Midnight New York, USA)</b>
<b>Type of Contract :</b>	Individual Contract
<b>Post Level :</b>	International Consultant
<b>Languages Required :</b>	English
<b>Starting Date :</b> (date when the selected candidate is expected to start)	14 October 2019
<b>Duration of Initial Contract :</b>	40 working days intermittently

### **B. Project Description**

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.

### C. Scope of 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/accessible
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

### D. Expected Outputs and Deliverables

Proposals should include a breakdown of the following:

Deliverables	Time to complete in days	
Detailed project plan		
Detailed editing of 5 synthesis notes		
Proof reading layout and editing drafts to final print		
Total days:		

### E. Institutional Arrangement

Consultant will report to the MAP Programme manager as per the detailed project plan.

### F. Duration of the Work<sup>1</sup>

The work is anticipated to take approximately 40 days. Candidates to submit time estimates (hours) to complete work on 5 synthesis notes of 20 pages each on average, or 8,000 to 12,000 words each. Candidates also to include hourly rates, and total cost based on time estimate and hourly rate. Valuation of proposals, as well as payment will be based on total cost of proposal. Editing on documents to commence on 14 October 2019.

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<sup>1</sup> The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

## **G. Duty Station**

Home based (South Africa)

## **H. Qualifications of the Successful Individual Contractor**

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.

Languages:

- Excellent analytical and writing skills in English language;

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.

## **I. Scope of Price Proposal and Schedule of Payments**

Consultants to provide fee for the editing of 5 Notes – approximately 20 pages in each length. Payments will be made on the basis of deliverables, based on the project plan, and the final number of notes edited.

Suggested payment breakdown:

Deliverable	% payment
Signature of contract and approval of detailed project plan	10%
Detailed editing of 5 synthesis notes	60% total, or 12% per note (billed for simultaneously)
Proof reading layout and editing drafts to final print	30% total, or 6% per note (billed for simultaneously)

#### J. Recommended Presentation of Offer

- **Personal CV** indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- **Samples of work\***: documents can be provided with internet links\*\* to what you consider to be the best and most relevant examples\*\*\* of at least two of the following categories:
  - A technical piece edited by the candidate;
  - A development-related publication or knowledge product written and/or edited by the candidate.
  - A corporate annual report

Consultants intending to submit a proposal may request preliminary draft examples of the note series that are available in order to better estimate the effort required and propose a suggested approach.

#### K. Criteria for Selection of the Best Offer

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.

**M. Approval**

This TOR is approved by :



Signature

Name and Designation      Christiaan Loots, Programme Specialist – MAP

Date of Signing

20 Aug 2019