

 **PROCUREMENT NOTICE INDIVIDUAL CONSULTANT**

 **Individual Consultant- National Editor**

**P****ROCUREMENT NOTICE . No. IC/UNDP/ROL/SGBV EDITOR /2020/002**

**Date: February 9, 2020**

**Country: Liberia**

 **Country:** Liberia

**Duty Station: Monrovia**

**Description of the assignment: Contract for Professional services (Editor)**

**Project name: ROL/Gender**

**Duration: 5 Working days over a period of three weeks**

**Starting date:** Immediate

**Contract type: Individual Consultant**

**Languages:** English

Proposals should be submitted at the following address: by email to bids.lr@undp.org (**Please include procurement notice number in the subject area-** (PROCUREMENT NOTICE . No. IC/UNDP/ROL/SGBV EDITOR /2020/002 ) when submitting. All bids should be submitted no later than **Friday 14th  February 2020 at 10:00 AM (GMT)**. Any request for clarification must be sent by standard electronic communication to the address or e-mail indicated below: info.lr.procurement@undp.org

UNDP will respond 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.

1. **Background**

The Government of Liberia/ United Nations (GOL/UN) Joint Programming Initiative to Prevent and Respond to Sexual and Gender Based Violence (SGBV) and Harmful Traditional Practices (HTPs) in Liberia (2016-2020). The SGBV JP was developed through a consultative approach that included community dialogues conducted in 10 out of 15 counties in 2015-2016. The dialogues aimed at ensuring that the Programme built on community solutions through robust context-specific analysis of needs, communities’ knowledge and existing protection strategies as well as the diverse threats and opportunities within the various communities.

The Programme is a collaborative initiative of the Government of Liberia and United Nations and represented by UN Women as the Administrative Agency. UNDP as Pillar lead for the Institutional Strengthening Pillar has improved the functionality of the Women and Children protection Section (WACPS) offices in the counties (Lofa, Maryland, Montserrado, Nimba, Bong, Grand Bassa, Grand Cape Mount, Bomi and Margibi). UNDP has also strengthened and improved the prosecutorial and victim support services in Montserrado County, at Criminal Court “E”. And UNDP is presently working with the Ministry of Gender to make Gender Based Violence Information Management System (GBV IMS) fully functional across the county.

There are expected outcomes of the project which include: (1) By 2020, communities, educational institutions and relevant stakeholders in Liberia are fully engaged and active in preparedness, prevention and response to SGBV and Harmful Cultural Practices (HTP) such as early marriage, teenage pregnancy and female genital mutilation (FGM); (2) Timely essential services provided for survivors of gender-based violence, Harmful Traditional Practices in all counties; (3) an improved legal, policy and operational environment and coordination mechanisms at national and sub-national levels for enhanced survivor protection and support; (4) increased awareness, involvement and accountability at national, institutional, community and individual levels and (5) an improved environment and coordination mechanisms at community, national and sub-national levels for enhanced survivor protection and support.

In 2018 the Programme was implemented in thirty-two (32) communities achieving the following key results across all the 5 pillars: The pillar are

1) Outcome 1: Prevention

Community leaders (traditional and leaders, female Zoes , GBV Observatories, educational institutions and relevant stakeholders) have a newly found knowledge and demonstrated commitment to redress SGBV and HTPs and now serve as Agents of Change in their communities.

2) Outcome 2: Response

Twelve (12) fully functional One Stop Centers with trained and motivated staff in seven (7) counties (Montserrado, Bong, Margibi, Bassa, Rivergee, Grand Gedeh and Bomi) capacitated to provide comprehensive services to 2,222 survivors of SGBV.

3) Outcome 3: Institutional Strengthening

Health and Justice actors are now able to provide rapid and coordinated medical, counseling and prosecutorial response services to survivors of SGBV in order to justly and fairly hold perpetrators accountable. The Institutions are able to provide support to survivors of the incidence of sexual violence in Liberia, especially sexual violence against children. There has also been improved coordination amongst all sectors through integrated trainings.

4) Outcome 4: Advocacy and social Mobilization

The Communication Strategy developed under this Joint programme is informing the SGBV Joint programme by providing coherent messaging across all pillars in addressing SGBV and HTPs. Guided by this Strategy, Information, Education and Communication (IEC) materials were developed to inform International commemoration days on SGBV, media broadcasting among others. There has been increased gender sensitive media reporting by media practitioners as a result.

5) Outcome 5: Coordination

Improved collaboration of the Programme, with strengthened coordination structures leading to increased synergies amongst the different coordination actors and structures including health, psychosocial, legal and protection through regular monthly coordination meetings inform of the GBV Taskforce. Similarly, the Programme Management Unit, continued to provide technical support to the Ministry of Gender Children and Social Protection (MGCSP) GBV Unit and to various coordination structures, resulting to effective programme delivery.

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| **III. Scope of Work** |
| Under the direct supervision of the Gender Justice Specialist and the Team Leader of Governance, and in close cooperation with the Ministry of Gender, Children and Social Protection, Ministry of Justice to do the following;* Perform a substantive edit of GBV SOP:
* Make necessary revisions according to Standard Style of a SOP
* The editor will be responsible for ensuring the following:
* Copyediting, proofreading, filling in gaps in the information, restructuring and rewriting if required
* Correct spelling and appropriate use of words with correct grammar and syntax
* A consistent style and format throughout the document
* Correct use of English while maintaining the authors’ writing style to the extent
* Iimproved the language of the documents, wherever required, without losing the meaning of the original text practical
* Elimination of repetition and inconsistencies
* Appropriate positioning and numbering of boxes, figures and tables
* Consistent font (s) – as relevant to headings and text
* Appropriate use of italicized and bolded words
* Ensure all footnotes, sources, references are complete and consistent
* Thorough review of annexes (people consulted, bibliography, etc) to highlight incomplete areas along with consistency in document
* Prepare a complete table of Contents and Acronym List per document.
* Proof read designed layout files to ensure a complete print ready file.
* Make substantive changes in the document under the guidance
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| **IV. Deliverables** |
| The consultant will work remotely, does not need to work within the premises of UNDP.In close conjunction with the Ministry of Gender, Children and Social Protection, Ministry of Justice as well as UNDP* Provide methodology and method of the work
* consultancy is to carry out revision and substantive editing on documents (Jan 2020, 45%)
* Prepare the document for publication by adding
* , 45%)
* Develope a well standard and structure GBV SOP for validation (10%)
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| **V. Impact of Results**  |
| The National SOP will clarify objectives and standardize operations and establish the framework of accountability. It will also help to strengthening coordination/referral procedures.Additionally, the SOP will guide the implementation of the County GBV SOPs; sstandardize GBV prevention and response mechanisms and establish framework for accountability of all actors in GBV prevention and response Pillars. |

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| **VI. Academic Qualifications:** |
| * Master’s Degree preferably in public administration, Gender, public policy, political or social science, international studies or related field; or
* Bachelor's degree can be substituted in lieu of Masters with 10 additional years of experience.
* Fluency in English, including excellent writing skills.
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| **VII. Experience:** |
| * Min 5 years of experience in professional editing of technical documents in areas of international development;
* Proven record of edited reports, publications or documents;
* Experience in report writing and editing of international development and other UN agency documents;
* Experience in professional editing in the area of audit, evaluation, international development or public sector is required;
* Experience in international development work preferably with UN/UNDP is an asset;
* Experience in Gender issues and work in area of gender based violence is an asset;
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| **VIII. Competencies and special skills requirement:** |
| * Excellent command of written and spoken English
* Demonstrate strong written communication, research and analytical and ability to rapidly integrate information from various sources.
* Familiar with the concept of development and evaluation in particular is an advantage.
* Knowledgeable of current UNDP activities along with the UNDP/UN editorial manual.
* Ability to work in track changes in Word and Pdf files.
* Technical skills in production, editing, and ability to write quickly, clearly and concisely in English.

Ability to deliver on time as committed and be responsive to all communications from IEO |

1. **Documents to be included when submitting the proposals:**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

(i) Explaining why they are the most suitable for the work (1 page); detailed methodology on how they will approach and conduct the work

2. Financial proposal

3. Personal CV including experience in similar projects and at least 3 references

1. **Financial Proposal**

The financial proposal shall specify an all-inclusive daily fee. Payments will be made to the Individual Consultant based on specific and measurable deliverables as specified in the TOR upon completion of all deliverables.

1. **Evaluation**

Individual consultants will be evaluated based on the following methodologies:

 *Cumulative analysis*

*Award of the contract will 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*

*\* Technical Criteria; 70 points]*

*\* Financial Criteria; [30 points]*

*Only candidates obtaining a minimum of 70% of the maximum points would be considered for the financial evaluation*

**The technical revision of CVs will consider the following criteria:**

1. Relevance of Academic Qualifications
2. Professional Experience in similar projects
3. Appropriateness of proposed methodology for the requirement
4. Adequacy of Competencies and Skills for the Assignment

**ANNEXES**

**ANNEX 1-** TERMS OF REFERENCES (TOR)

**ANNEX 2**- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

**ANNEX 3** – OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT