



UNITED NATIONS DEVELOPMENT PROGRAMME
UNDP Somalia

Terms of Reference (TORs)

Individual Contractor (International)
Editor/Writer (IC Framework Agreement)

A. Project Title: Communications Unit

B. Project Description

The United Nations Development Programme (UNDP) is the UN's global development network. Its mandate is to end poverty, build democratic governance, rule of law, and inclusive institutions. UNDP advocates for change and connects countries to knowledge, experience and resources to help people build a better life for themselves and promotes technical and investment cooperation among nations through provision of expert advice, training and grants support to developing countries for long term benefits.

With a focus on external communications, UNDP Somalia Communications Unit provides support to the Country Office programmes and projects to raise awareness of UNDPs work and, advocate for related issues. In this regard, the Unit implements the corporate communications strategy, designs, manages and facilitates the implementation of the Country Office communications strategy with a view to influence the development agenda, to promote public and media outreach and to mobilize political and financial support for UNDP through production of high-quality text, video and photo products for a wide range of audience including donors, partners and the general public. These require that the Country Office has comparable capacity to meet the demand of writing and reporting needs, providing quality control and reflecting the results-based discipline.

Within this context, UNDP seeks to enter into Individual Contractor's Framework Agreement/Long-Term Agreement with a qualified Editor/Writer to facilitate and expedite the process by which UNDP can obtain required services at short notice.

C. Scope of Work

The objective of this assignment is to provide support to UNDP on writing and reporting in order to support and strengthen media, advocacy and strategic partnerships development. Working closely with the Communications and Project teams, the Editor/Writer will undertake the following tasks.

Editing, Writing, Proofing:

- Draft, copyedit and proofread text as needed and formatting to produce high quality, reader-friendly, accessible, timely and results-based reports and corporate communication materials;

- Assist the Country Office with writing and editing short features, impact stories, newsletters etc;
- Contribute to preparation of remarks, speeches and public statements and review of programme and other corporate communication materials for language and consistency of messages;
- Assist with other communication-related tasks as needed.

All productions shall be aligned with UNDP's established standards and formats, and in compliance with the Country Office's clearance and routing process.

D. Expected Outputs and Deliverables

If and when any of the above services will be required, UNDP and the Contractor will agree on work output (within the scope of the LTA), number of working days necessary and target due dates prior to commencement of work. Detailed specifications for each individual assignment will be given to the selected Contractor as and when their services are required. The call-off mechanism (trigger) for each assignment will be a written request from the Communications Specialist to the Contractor.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Edited/proofed/written text as required	As per the agreed timeframe	As per agreed timeframe	Communications Specialist

E. Institutional Arrangement

1) Reporting Lines

The Consultant will work under the direct supervision of the Communications Specialist in close collaboration with other Communications Unit and respective project staff on all assignments.

2) Administrative and logistical support

The UNDP will provide the following administrative and logistical support;

- When in Somalia, the Consultant will work under UNDP 'duty of care' and will comply with all UNDP security regulations. SSAFE pre-deployment certification is required for Somalia travel and will be facilitated and paid for by UNDP. The number of working days spent in SSAFE training will not be considered as working days;
- Accommodation at the UN Common Compound in Mogadishu based on the prevailing UN Daily Subsistence Allowance (DSA) applicable rate and a living allowance not to exceed the UN DSA applicable rate when on duty travel to other locations in Somalia;
- Cost of a return air ticket not to exceed the cost of any economy class air ticket on the most direct route to join duty station/repatriation travel, terminals and visa. Travel costs will be reimbursed on actuals but not exceeding quotation from UNDPs approval travel agent. The UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the selected individual choose to travel on a higher class, he/she will do so at own cost;

- d) The UNDP will provide office space and facilities such as internet connectivity and access to office printers in UN offices as deemed necessary and based on availability.

3) Equipment

The Consultant will be required to have a personal laptop and shall use own equipment/software. UNDP shall not provide any equipment software.

F. Duration of the Work

Consultant will be contracted based on a framework agreement for an initial period of 12 months with a maximum 100 working days with possible extension for two additional 12-month terms of a maximum of 100 working days each subject to satisfactory performance review and availability of funds.

G. Duty Station

Home-based, with possible mission travel to Mogadishu.

Qualifications of the Successful Individual Contractor

Competencies

Corporate:

- Demonstrates integrity and fairness, by modelling the UN/UNDP's values and ethical standards;
- Promotes the vision, mission and strategic goals of the UN and UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional:

- Excellent writing, editing, research and proofreading skills;
- Advanced knowledge of text-publishing methods and practices and publication standards and procedures;
- Proficiency in use of word-processing software to write, edit and format print-ready text to effectively convey intended message;
- Ability in Adobe design software, such as InDesign, an advantage;
- Ability to gather information and to write original material based on that information;
- Ability to develop and organize complex documents written by various authors;
- High level logical and methodological organizational skills and the ability to multi-task;
- Ability to work in a high-pressure working environment with frequent urgent deadline;
- Proactive approach to delivering tasks and the ability to work without supervision except for liaison with UNDP Communications Unit;
- Knowledge of development and humanitarian issues in Somalia an advantage.

Client Orientation and Communication

- Strong oral and written communication skills;
- Excellent interpersonal and networking skills and the ability to establish and maintain effective working relations;

- Supports and encourages open communication and responds positively to critical feedback and differing points of view;
- Ability to work in a multi-cultural environment and to communicate sensitively across different constituencies and awareness of political sensitivities;
- Builds strong relationships with clients and external actors.

Education:

- A minimum of Master's degree in Writing, English, Journalism, Communication, international development/relations or related field.

Experience:

- A minimum of five years' proven track-record in writing high quality reports and information, editing, proofreading and handling web and print productions with significant experience in similar work for major international outlets and/or international organizations;
- Understanding of international development, resource mobilization, and the UN context is desirable;
- Familiarity with UNDP branding/communication guidelines/working experience with UNDP is an advantage;
- Understanding of UNDP Projects/issues and the Somali political and socio-economic context is desirable;
- Familiarity with UNDP branding/communication guidelines/working experience with UNDP is an asset;

Language Requirements:

- Fluency in written and spoken English.

I. Scope of Price and Schedule of Payments.

The resulting LTA will be a mutual arrangement between UNDP and an individual to provide the required services at prescribed prices over a period of 12 to 36 months. Under an LTA framework, UNDP does not warrant the maximum number of days of service will be purchased during the term of the contract as this will depend on actual needs. Therefore, although the LTA will have a ceiling amount that may accrue to the Consultant during the life of the LTA, the ceiling amount shall remain as an upper limit and must not be interpreted nor understood as a financial commitment or guarantee of business volume.

- Services will be delivered on an on-call basis;
- Payment will be made based on the actual number of days worked and satisfactory performance of each Deliverable as specified in the call-off from UNDP. On completion of each assignment, the Contractor will submit an invoice (UNDP Certificate of Payment) for approval by the Communications Specialist that the Contractor has delivered the contract obligations in a satisfactory manner;
- Payment will be made within 30 days of submission of invoice and certification of payment by UNDP.

J. Application Procedure

Interested and qualified candidates are requested to submit an application package to the mandatory email address for electronic submission bids.so@undp.org on or before **March 20, 2020, 13:00H East Africa Time (GMT+3)**. Applications sent to any other email address will be rejected. **Only complete**

applications will be considered. A complete application package must include the following documents;

1. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex II);
2. **Personal CV or P11** indicating all experience from similar projects and specifying the relevant assignment period (from/to) as well as the email and telephone contacts of at least three (3) professional references;
3. **Technical Proposal:**
Please submit a portfolio (**at least 2 samples via URLs**) of previous work to the UN/UNDP and other international organisations with a maximum one-page document briefly outlining why the candidate considers him/herself as suitable for the assignment;
4. **Financial Proposal:**
The financial offer should be quoted in United States Dollar (USD) based on a professional daily fee of up to a maximum of 300 working days. No other costs, e.g. travel, should be included in the financial proposal at this stage (Annex II).

Any request for clarification shall be communicated to UNDP in writing via email at procurement.so@undp.org.

K. Criteria for Selection of the Best Offer

Evaluation Process:

Candidates will be reviewed based on required skills and experience stated above and based on the technical evaluation criteria outlined below. Candidates will be reviewed based on cumulative scoring. When using the weighted scoring method, the award of the contract will be made to the candidate whose offer has been evaluated and determined as

- a) Being responsive/compliant/acceptable; and
- b) Having attained the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation where technical criteria weights 70% and financial criteria/proposal weights 30%.

Technical Qualification Evaluation Criteria - (70% of total evaluation, i.e., 70 points)

Technical Evaluation Criteria	Maximum obtainable score
Education	10
Quality of submitted work samples, with an emphasis on use of language, accuracy of editing and proofreading and clarity of style	40
Demonstrated understanding of copyediting and formatting for print publications – reference will be made to CV and submitted work samples	10
Proven experience in writing, editing and proofreading reports and other documents for international organisations or media – reference will be made to CV and submitted work samples	10

Technical Evaluation Criteria	Maximum obtainable score
Total Obtainable Score	70

Only candidates obtaining a minimum of 49 points (70% of the total technical points) shall be considered for the financial evaluation.

Financial Evaluation Criteria (30% of total evaluation; Maximum 30 points)

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other proposals receive points in inverse proportion. The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

L. Contract Award

Candidate obtaining the highest combined score in the combined score of technical and financial evaluation will be considered technically qualified and will be offered to enter into contract with UNDP.

M. Annexes to the TOR

- Annex I - The Individual Contract template and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.
- Annex II - Offeror's Letter to UNDP confirming Interest and Availability for the Individual Contract including financial proposal template

UNDP will only be able to respond to those applications in which there is further interest.