



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### International Consultant- English Editor

Reference No.: UNDP/PN/26/2020

Date: 30 April 2020

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**Country:** NEPAL

**Description of the assignment:** As per the attached Terms of Reference (ToR)

**Project name:** Country Office, UNDP

**Period of assignment/services (if applicable):** Long-Term Agreement up to maximum 3 years period

Proposal should be submitted by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) not later than **1700 hours (Nepal Standard Time) on 13 May 2020** mentioning reference No. **UNDP/PN/26/2020 –English Editor**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) mentioning Procurement Notice Ref: **UNDP/PN/26/2020: English Editor**, on or before **8 May 2020**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry and post in UNDP website: <http://www.np.undp.org/content/nepal/en/home/procurement.html>. Inquiries received after the above date and time shall not be entertained.

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### 1. BACKGROUND

UNDP Nepal works with the people and Government of Nepal, development partners, civil society organizations and communities to pursue equitable and sustainable human development goals through eradication of poverty, increase in livelihood opportunities, improvement in community resilience against conflict, disasters and impact of climate change, while laying down strong foundations for a society based on rule of law with an inclusive and participatory democracy.

Currently, the overarching priority of UNDPs work in Nepal is to assist the national and sub-national Governments and the people at large to achieve the Sustainable Development Goals (SDGs) in the new context of federalism by providing support in three key areas:

- inclusive economic growth;
- strengthened governance systems including rule of law and transitional justice;
- increased climate adaption and environmental resilience.

And gender equality and social inclusion is addressed as a cross cutting issue throughout the three key areas of UNDP. UNDP Nepal emphasizes on equitable and inclusive development and invests on designs to target the most vulnerable social and economic groups across the country, including persons with disabilities, LGBTIQ etc. It also underpins dedicated interventions on addressing gender inequality and for empowerment of women and marginalized group, addressing the issues and concerns of persons with disabilities. With the critical timing to accelerate SDG implementation in Nepal, which has majorly impacted by the COVID-19,

UNDP has been working with all relevant stakeholders, including the three levels of governments, CSOs, private sectors, cooperatives etc., not only in localizing the SDGs but also in creating an environment to accelerate implementation.

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

For detailed information, please refer to the Terms of Reference – ToR

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Academic Qualifications:

- Bachelor's degree and higher in English, Arts, Law, Journalism and/or equivalent.

### II. Years of experience:

- At least 10 years of experience in editing reports or proofreading having Bachelor's degree or at least 5 years of experience in editing reports or proofreading having Master's degree
- Experience in information management and report writing.
- Sound computer skills and experience using web-based applications.

### III. Required Languages:

- Excellent speaking and writing skills in English is essential.

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

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

1. Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
2. Proposal:
  - (i) Explaining why they are the most suitable for the work
  - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
3. Financial proposal
4. Personal CV including past experience in similar projects and at least 3 references

### **Note:**

- a) Consultant will be required to submit Statement of Good Health with medical insurance details.
- b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

## 5. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

**Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

**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 of 49 point would be considered for the Financial Evaluation. A test may be carried out as part of the technical evaluation.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical</u></b>		
<ul style="list-style-type: none"><li>• <b>Criteria A</b> Academic Qualification</li></ul>	10%	10
<ul style="list-style-type: none"><li>• <b>Criteria B</b> Knowledge and experience in areas of editing in development sector and UN/UNDP</li></ul>	50%	50
<ul style="list-style-type: none"><li>• <b>Criteria C</b> Good Command over english language, knowledge on content writing and editing</li></ul>	10%	10
<b><u>Financial</u></b>	30%	30

**Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical).** The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\textit{Lowest Bid Offered} *}{\textit{Bid of the Consultant}} \times 30$$

\* “Lowest Bid Offered” refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

## **ANNEX**

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

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (different attachment)**

**ANNEX 3- OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**

**UNITED NATIONS DEVELOPMENT PROGRAMME, NEPAL**  
**Terms of reference for Consultant**

Assignment	: Editor (English Editing Services)
Client	: UNDP Country Office Nepal
Supervisor	: Programme Management Analyst, Results and Partnership Team
Work Area	: Support on editing reports, concept notes and other documents as and when required basis
Type of Contract	: International Consultant
Language Required	: Fluency in English report writing and editing
Duration of Assignment	: Estimated 100 days within 2 years of Long-Term Agreement period and may be extended for one more year
Starting Date:	: 10 May 2020
Duration of Contract:	: 09 May 2022

**I. The Context**

UNDP Nepal works with the people and Government of Nepal, development partners, civil society organizations and communities to pursue equitable and sustainable human development goals through eradication of poverty, increase in livelihood opportunities, improvement in community resilience against conflict, disasters and impact of climate change, while laying down strong foundations for a society based on rule of law with an inclusive and participatory democracy. As per the request of the UNDP Nepal Senior Management and Results and Partnership Team, the CONSULTANT support to edit Results Oriented Analytical Report, Annual Report and other reports as requested.

**II. Functions/ Key Result Expected**

Summary of key functions:

1. Edit provided reports/section of the reports in timely manner to enable UNDP CO for robust reporting in compliance with corporate reporting requirements.
2. Support UNDP CO for editing Annual Reports, Concept note, Program Document and Other reports as requested.

**Function 1:**

**Edit provided reports/section of the reports in timely manner to enable UNDP CO for robust reporting in compliance corporate reporting requirements.**

**Expected Results:**

- Narratives on output and outcome apply results language and data is consistent with results data in Corporate Planning System (CPS)
- Country Program Document/Integrated Result and Resource Framework data and inputs are verified and in line with project/outcome theory of change.
- All narrative results and analysis are backed up by evidence by uploading evidences in the evidence sections from internal and external sources and demonstrate use of evaluations where relevant for robust results reporting.
- All sections are edited, proofread and completed in a timely manner to support full compliance with corporate requirements including quality of reporting and submission by deadline.

**Function 2:****Support UNDP CO for editing of Annual Reports, Project Concept notes and Program Documents and Other reports as requested.****Expected Results:**

- Support editing of project reports for reporting results and progress in clear, simple and results oriented language with editing and proofreading support
- Ensure Annual Progress Reports includes updated results in line with results in corporate platforms (ROAR, ABP, IRRF)
- UNDP Nepal Annual Report edited and finalized by end of March every year.

**Others:**

- Provide development content writing trainings (English) to UNDP project staff and personnel
- Copyediting ensures accuracy in language, structure, and rhetoric expressions.
- As part of copyediting, word choice, style, sentence structure, comprehension, and terminologies are checked intensively and the content is fine-tuned to achieve native English expression.
- As part of Substantive Editing, content ambiguity is resolved, language errors are eliminated, structure is improved, and the overall comprehension of the manuscript is enhanced.
- This also includes thorough scientific proofreading and review to achieve high-quality output.

**III. Impact of Result**

The consultant will help strengthen UNDP's delivery of Annual Reports, Program Documents, Concept notes as well as support the continuing delivery of work related to other reporting functions.

**IV. Expected Deliverables with timeline:**

A document (preferably) in Microsoft Word format as a clean copy, a copy with changes track marked, and a copy with comments of edited English text and

ensures content ambiguity is resolved, language errors are eliminated, structure is improved, and the overall comprehension of the manuscript is enhanced	
<b>V. Payment modality</b>	
<ul style="list-style-type: none"> <li>• Payment made in Quarterly basis based on number days worked against invoice</li> </ul>	
<b>VI. Confidentiality and Copyrights</b>	
<ul style="list-style-type: none"> <li>• All documents compiled by or received by the Contractor in connection with the LTA shall be property of UNDP, shall be treated as confidential and shall be delivered only to duly authorized UNDP officials on completion of the work or services under the contract.</li> <li>• In no event shall the contents of such documents or any information known or made known to the Contractor by reason of its association with UNDP be made known by the Contractor to any unauthorized person without the written approval of UNDP.</li> <li>• The Contractor shall take all reasonable measures to ensure that its agents, employees, subcontractors and independent contractors comply with the provisions of this Article.</li> <li>• The obligations in this Article shall not lapse upon termination of the contract.</li> </ul>	

<b>VII. Competences</b>	
<p>Functional Competences:</p> <ol style="list-style-type: none"> <li>1. Core competency and skills related to editing of reports</li> <li>2. Well versed with results language and terms and terminologies</li> <li>3. Very good analytical, writing and editing skills.</li> <li>4. Effective communication skills with all levels of the organization and initiative taking abilities.</li> <li>5. Demonstration of cultural sensitivity and appreciation for different cultures and practices.</li> <li>6. Ability to pay great attention to detail and exercise sound judgment.</li> <li>7. Ability to work well in a team and project a positive image.</li> <li>8. Self - motivation and ability to recommend options for resolution of issues.</li> <li>9. Strong service orientation.</li> <li>10. Prompt on responding fulfilling commitment in timely manner</li> </ol>	
<b>VIII. Recruitment Qualifications</b>	
Education:	<ul style="list-style-type: none"> <li>• Bachelor's degree and higher in English, Arts, Law, Journalism and/or equivalent</li> </ul>

Experience:	<ul style="list-style-type: none"> <li>• At least 10 years of experience in editing reports or proofreading having Bachelor's degree or at least 5 years of experience in editing reports or proofreading having Master's degree</li> <li>• Experience in information management and report writing.</li> <li>• Sound computer skills and experience using web-based applications</li> </ul>
Language Requirement:	<ul style="list-style-type: none"> <li>• Excellent speaking and writing skills in English is essential</li> </ul>



**INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

[https://www.undp.org/content/dam/nepal/docs/Reports\\_2020/Procurement/General-conditions-of-contract-to-Individual-consultants.pdf](https://www.undp.org/content/dam/nepal/docs/Reports_2020/Procurement/General-conditions-of-contract-to-Individual-consultants.pdf)

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

**UNDP/PN/26/2020: International Consultant- English Editor**

Date \_\_\_\_\_

United Nations Development Programme  
UN House  
Pulchowk,  
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **International Consultant- English Editor**.

- A) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- B) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- C) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.
- D) I hereby propose to complete the services based on the following payment rate:

☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- F) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

G) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;

H) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];

I) If I am selected for this assignment, I shall [*please check the appropriate box*]:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

\_\_\_\_\_  
\_\_\_\_\_

J) I hereby confirm that [*check all that applies*]:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

K) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and

that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

- L) ***If you are a former staff member of the United Nations recently separated, please add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

- M) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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**Annexes *[please check all that applies]:***

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

**BREAKDOWN OF COSTS<sup>1</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A) Breakdown of Cost by Components:**

Cost Components	Quantity	Unit Cost (USD)	Total in USD
<b>I. Personnel Costs</b>			
Editing Services	1 day (XX pages)		
Life Insurance			
Medical Insurance			
Communications			
<b>II. Travel<sup>2</sup> Expenses to Join duty station</b>	NA		
Round Trip Airfares to and from duty station	NA		
Living Allowance	NA		
Travel Insurance	NA		
Terminal Expenses	NA		
Others (pls. specify)	NA		
<b>III. Duty Travel</b>	NA		
Round Trip Airfares	NA		
Living Allowance	NA		
Travel Insurance	NA		
Terminal Expenses	NA		
Others (pls. specify)	NA		
<b>Total</b>			
<b>IV. Field visits outside duty station</b>	<i>Applicable travel cost for field visit will be borne by UNDP, if any.</i>		

<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>2</sup> Travel expenses are not required if the consultant will be working from home.