

TERMS OF REFERENCE

Location	Home Based
Type of Contract	Individual Contractor / Company – Editing and Copywriting and Printing of the Namibia National Human Development Report (NHDR)
Post Level	National Consultancy / Company
Languages required:	English
Duration of Initial Contract:	1 Month

BACKGROUND

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in some 170 countries and territories, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.

The 2019 Namibia National Human Development Report (NHDR) is an important publication focusing on understanding the dimensions of inequality most important to people's wellbeing, and what is behind them. The report will go beyond the dominant discourse focused on income disparities to also consider inequalities in other dimensions such as health, education, access to technologies, and exposure to economic and climate-related shocks. It will use new data and methods to highlight how inequality affects people's lives in a way that measures based on averages cannot, and it will take a long-term view towards 2030 and the achievement of the Sustainable Development Goals and beyond.

The consultancy entails a review of language, grammar and spelling. Compressing the executive summary of the NHDR as well as inputting attractive graphic design in the report and pictures to illustrate and highlight the substance of the report. The consultant will also be responsible for printing 50 Copies of the final version of the report as well as share the print-ready and web versions of the report. The Consultant will work closely with the graphic designer for the report, the National Planning Commission Namibia and UNDP Deputy Resident Representative, as well as the Communications Unit of UNDP.

SUMMARY OF KEY FUNCTIONS

- Editing and cross-checking facts and figures (Fact-Checking) of National Human Development Report
- Suggest three options for the cover page, following government guidelines for national reports plus images/pictures/photos to be part of the report.
- Submit the preliminary layouts for discussion with NPC and UNDP.
- Revise the selected layout of the final document as discussed with NPC and UNDP.
- Ensure all corrections have been inserted and fully addresses.
- Printing 50 Copies of the report and deliver to UNDP. Current document is 93 pages excluding images. Final product should not be more than 120 pages inclusive of images and graphics.

DUTIES AND RESPONSIBILITIES

Expected Outputs and Deliverables

Deliverable	Expected time (days)	Percentage payment
First Draft: Editing and Fact-Checking of National Human Development Report	5	20%
Second Draft: Editing and Fact-Checking of National Human Development Report incorporating feedback from government and UNDP and writing of foreword	5	20%
Third Draft: Editing and Fact-Checking of National Human Development Report incorporating feedback from government and UNDP and writing of foreword	5	20%
Final Draft: (with all content given a final proofread and edit and final formatting checked)	5	20%
Printing: Share web-ready versions of final product and print 50 Copies of the final report.	7	20%

SPECIFICATION OF FINAL PRINT PRODUCT

Size: A4

Quantity: 50

Pages: print on both sides. Current document is **93 pages excluding images**. Final product should not be more than 120 pages inclusive of images and graphics

Binding: saddle stitch

Cover page: matte cover with 250 gsm

Inner text pages: gsm should be between 128-150 gsm

Colour placement: Full colour

Institutional Arrangement

- The consultancy Individual/Company will report to the UNDP Deputy Resident Representative and work closely with the Communications team and programme colleagues in the office as well as the focal point for NPC.
-

Duration of the Work

- June-July 2020

Duty Station

- The assignment is home-based.

COMPETENCIES

Educational requirements of Team / Individual

- Master's degree in Communication- English Writing with at least five (5) years' experience. Relevant experience in similar positions, public relations, Linguistics, communications or journalism would be an asset.
- In-depth knowledge of the local and international media represented in Namibia.
- Languages: Exceptional writing and speaking abilities in English
- Fluent in written and spoken English with excellent communication skills.

Functional Competencies:

- Strong writing, editing, layout design and creativity skills;
- Experience using Adobe Creative Suite software;
- Experience in producing high-quality corporate products; (Inclusive of a portfolio of previous similar actions)
- Excellent organizational skills;
- Understanding of UN, including UNDP and development issues;
- Knowledge of UN terms, language and style;
- Demonstrated ability to meet deadlines and work under pressure

Behavioral Competencies:

- Ability to be flexible and respond to changes to graphics as part of the review and feedback process;
- Strong interpersonal skills, able to communicate and work with diverse people;
- Participate effectively in team-based, information-sharing environment, collaborating and cooperating with others;
- Focus on impact and results for the client

Time-frame and Fees:

The consultant will work for 30 days spread out from June 2020 to July 2020. The Individual Consultant must send a financial proposal based Lump Sum amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the ToR, including professional fee, communication costs and any other applicable cost to be incurred by the consultant in completing the assignment. The payment will be done upon completion of the assignment.

Evaluation Method and Criteria of Quotations

Consultants will be evaluated based on the lowest price and technically compliant offer. The award of the Contract/Purchase Order shall be made to the consultancy; Individual/Company whose offer has been evaluated and determined as both: a) **responsive/compliant/acceptable**, and b) **offering the lowest price/cost**.

Documentation required

Individuals/Companies should submit the following documents/information to demonstrate their qualifications.

- Provide A **detailed Quotation as per the Terms of Reference**.
- Attached **CV's** of personnel who will form part of this assignment or [P11](#), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of of them and at least three (3) professional references.
- Links to a portfolio or copies of previous similar works performed.

Incomplete proposals may not be considered.

Annexes

- **Annex I – TERMS OF REFERENCE**
- **Annex II – FORM FOR SUBMITTING INDIVIDUAL/COMPANY QUOTATION (Word Format)**
- **Annex III – GENERAL TERMS AND CONDITIONS**