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PROCUREMENT NOTICE

FOR THE ENGAGEMENT OF AN INDIVIDUAL CONTRACTOR SERVICES

Date : November 12, 2020

Post Title:	Individual Contractor (IC) – Arabic Language Editor
Starting Date:	Contract Signature Date
Duration:	(30) working day(s) over a period of (5) calendar month(s)
Location:	Home-based assignment
Project:	Arab Knowledge Project (AKP)
Requisition Number:	R4710-000000XXXX
National or International consultants:	International Consultant
Is this a LTA (yes/no):	No

CONTEXT/BACKGROUND

The Knowledge Project (KP) is a partnership between UNDP and the Mohammed Bin Rashid Al Maktoum Knowledge Foundation (MBRF). Originally established in 2007, the partnership resulted in the production of a series of reports known as the Arab Knowledge Reports¹ that document key challenges and opportunities to building effective knowledge-based societies in Arab countries, with a particular focus on youth and skills development.

Aiming to widen the partnership's scope of impact and reach, as well as support the achievement of the Sustainable Development Goals (SDGs) adopted globally in 2015, UNDP and MBRF reinforced their strategic collaboration for five additional years (2016-2020). In this new phase, KP launched the Arab Knowledge Index (AKI) to assess the state of knowledge acquisition, dissemination and production across the Arab region. The index is designed to cover the most important pillars of development reliant on knowledge: Pre-university education, higher education, technical and vocational education and training (TVET); information and communications technology (ICT); economy, and research, development and innovation (RDI), in addition to the enabling environments. It builds on data obtained from globally-recognized institutions including UNESCO, World Bank, OECD, ILO, World Economic Forum, International Telecommunication Union (ITU) and IEA Data Processing and Research Center, while taking into consideration the specific socio-cultural context, needs and challenges of the Arab region. The KP has also developed [Knowledge4all](#) digital portal, which contains previous Arab Knowledge Reports, the Arab Knowledge Index in its two versions, and the Arab Reading Index; as well as the **K4all** mobile application to provide easily accessible data on knowledge within a development framework.

Throughout 2019, the KP has been preparing to produce the **Knowledge Index**, which is a global measure of knowledge accumulation and production covering more than 140 countries internationally. The Knowledge Index was launched in its Arabic and English versions in November 2017 during the fourth Knowledge Summit organized

¹ AKR 2009: Towards Productive Intercommunication for Knowledge"; AKR 2010/2011: "Building Future Generations for Knowledge Society"; AKR 2014: "Youth and Localisation of Knowledge."

by MBRF in Dubai. **The Global Knowledge Index 2020** will be released during the seventh edition of the Knowledge Summit 2020 scheduled in the month of November of this year (2020).

Also, for the **Future of Knowledge Report 2021**, it will be released in the month of April 2021. The KP is, also, in the process of drafting the said report to present relevant technical notes, as well as the country profiles. The **Future of Knowledge Report 2021** is being drafted in English, will be translated into Arabic and will consist of sections on artificial intelligence, biotechnology, blockchain, cybersecurity and future skills. The report is not expected to exceed 250 pages (including the Forwards, Table of Contents, References and Annexes) and not exceeding 66,000 words.

To this end, UNDP is seeking consultancy services for **editing the Arabic version of the Future of Knowledge Report** as well as proofreading the final text to ensure a coherent narrative. Qualified candidates should have experience working on similar projects with leading international institutions, organizations, and research centers - preferably the United Nations.

SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

The selected individual will work under the general guidance and direct supervision of the Arab Knowledge Project (AKP) Chief Technical Advisor and in close coordination with the said project team members. S/he will be responsible for undertaking and performing the following tasks:

- Edit publications sections with a professional view to ensure:
 - a. The spirit of the original text;
 - b. The consistency in text, data and bibliography;
 - c. The structure and organization of the publication in a format consistent with UNDP standards (relating to grammar, punctuation and spelling);
- Conduct a second round of technical editing and copy-editing for readability, including the sequencing, consistency (especially integration of text and boxes), style and punctuation, spelling and grammar;
- Proof-read final reports in layout form, checking spelling, country and city names as well as acronyms and other abbreviations (making sure that they follow official U.N. terminology and conventions), style consistency, callouts, layout problems, references, etc.

EXPECTED OUTPUTS AND DELIVERABLES

Expected Outputs and Deliverables	Expected No. of Working Day(s) for each deliverable	Targeted Due Dates	Review and Approvals Required
Deliverable 1.1: Edit 275 pages and not exceeding 72,000 words of the Future of Knowledge 2021 Report;	Up to (30) working days from contract signature date	No later than 30 April 2021	Hany TORKY (Mr.), Chief Technical Advisor, Arab Knowledge Project (AKP)
Deliverable 1.2: Perform a second round of proofreading revisiting the edited text as required attending to UNDP's remarks			

INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her full-time commitment with UNDP Regional Bureau for Arab States (RBAS);
- S/He shall perform tasks under the overall supervision and guidance of UNDP-RBAS Arab Knowledge Project (KP) Chief Technical Advisor;
- The supervision will include approvals/acceptance of the outputs and deliverables as identified in the previous section;
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, suppliers and UN colleagues;
- The individual is required to provide periodical weekly progress reports and when requested on any period of time throughout the assignment to monitor progress;
- The individual is required to maintain close communication with UNDP-RBAS on regular and needed basis at any period throughout the assignment in order to monitor progress. In the event of any delay, S/he will inform UNDP promptly so that decisions and remedial action may be taken accordingly; and
- Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

DURATION OF THE WORK

- The expected duration of the assignment is expected to be up to (30) working days over a period of (5) calendar months from contract signature date;
- Given the strict timeline of this assignment and the nature of this collaborative assignment, the estimated duration assigned to complete each output should be respected;
- Throughout the duration of this assignment, the UNDP team will provide feedback no later than (7) working days from the date of submission.

DUTY STATION

Home Based Assignment.

TRAVEL PLAN (OPTIONAL)

If any unforeseen travel outside the consultant home-based city is requested by UNDP and not required by the Terms of References (ToR), such travel shall be covered by UNDP in line with applicable rules and regulations and upon prior written agreement. In such cases, the consultant shall receive living allowances not exceeding the United Nations (UN) Daily Subsistence Allowance (DSA) rate for such other location(s).

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

- I. Education:
 - Bachelor's degree in Arabic or Comparative Literature, Foreign Languages, Social Sciences or any other related fields;
- II. Work experience:
 - At least of 7 years of relevant experience in professional editing (25 points);
 - Proven accomplishments in undertaking similar tasks with leading institutions, organizations and/or research centers; (25 points);
 - Previous working experience with the United Nations (UN) is a must (20 points);

III. Language Requirements:

- Language proficiency in both written and oral Arabic and English is required. Knowledge of any other UN language is an asset;

IV. Key Competencies:

a) Corporate

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

b) Functional

- Time management and organizational skills, with the ability to undertake multiple tasks and deliver under pressure;
- Strong analytical and synthesis skills;
- Strong analytical and problem-solving skills, and present practical solutions to complex problems;
- Ability to work independently and achieve quality results with limited supervision and within tight schedules;
- Experience in reports production;
- Ability to write in a clear and concise manner;
- Good teamwork and interpersonal skills;
- Flexibility and ability to handle multiple tasks and work under pressure;
- Excellent computer skills especially Word, Excel and Power Point

c) Leadership

- Demonstrated ability to think strategically and to provide credible leadership;
- Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues;
- Ability to conceptualize and convey strategic vision from the spectrum of development experience.

d) Managing Relationships

- Demonstrated ability to develop and maintain strategic partnerships;
- Demonstrated well developed people management and organizational management skills;
- Excellent management skills in navigating and working with diverse range of partners, stakeholders, including senior and high-level policymakers.
- Excellent negotiating and networking skills with strong partnerships in academia, technical organizations and as a recognized expert in the practice area.

e) Managing Complexity

- Ability to address global development issues;
- Demonstrated substantive leadership and ability to integrate knowledge with broader strategic, policy and operational objectives.

f) Knowledge Management and Learning

- Ability to strongly promote and build knowledge products;
- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
- Seeks and applies knowledge, information and best practices from within and outside of UNDP;
- Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.

g) Judgment/Decision-Making

- Mature judgment and initiative;
- Proven ability to provide strategic direction to the project implementation process;
- Independent judgment and discretion in advising on handling major policy issues and challenges, uses diplomacy and tact to achieve result.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Interested candidates should provide all-inclusive unit rate for editing /proofreading per 1000 words .

The contractor will be paid based on number of words translated, completion of required deliverables, and subject to the submission of Certification of Payment (CoP) duly certified or an invoice and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

Expected Outputs and Deliverables	Expected No. of Working Day(s) for each deliverable	Targeted Due Dates	Payment Terms/Schedule
Deliverable 1.1: Edit 275 pages and not exceeding 72,000 words of the Future of Knowledge 2021 Report;	Up to (30) working days from contract signature date	No later than 30 April 2021	Based on number of words editing and proofreading Upon satisfactory completion all deliverable(s) and submission of duly signed Certification of Payment (CoP)
Deliverable 1.2: Perform a second round of proofreading revisiting the edited text as required attending to UNDP's remarks			

RECOMMENDED PRESENTATION OF OFFER

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- 1) **Personal CV or P11**, 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;
- 2) **Brief Description** of why you consider yourself as the most suitable candidate for this assignment;

All necessary information including: Complete Procurement Notice, the Selection Criteria, and Annexes are found on the following link under Procurement <http://procurement-notice.undp.org/>

Interested individual consultants must submit the abovementioned documents/information to demonstrate their qualifications **to Job advertisement website** (https://jobs.undp.org/cj_view_jobs.cfm) not later than **21 November 2020**. Candidates that fail to submit the required information on or before the set deadline will not be considered.

Please do not submit financial proposal in this stage. Financial proposals shall be requested from Candidates who are considered technically responsive

CRITERIA FOR SELECTION OF THE BEST OFFERS

This selection criteria will follow the Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the

following evaluation criteria

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
Criteria A: Bachelor's degree in Arabic or Comparative Literature, Foreign Languages, Social Sciences or any other related fields		20
Criteria B: At least of 7 years of relevant experience in professional editing;		25
Criteria C: Proven accomplishments in undertaking similar tasks with leading institutions, organizations and/or research centers;		25
Criteria D: Previous working experience with the United Nations (UN);		20
Criteria E: Language proficiency in both written and oral Arabic & English;		10
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
Total Score	Technical Score * 0.7 + Financial Score * 0.3	

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum requirements will progress to the pool for shortlisting:

- **Criteria A:** Bachelor's degree in Arabic or Comparative Literature, Foreign Languages, Social Sciences or any other related fields;
- **Criteria B:** At least of 7 years of relevant experience in professional editing;
- **Criteria E:** Language proficiency in both written and oral Arabic and English;

Shortlisted candidates will be invited for virtual consultation, then assessed and scored against the following evaluation criteria:

Step II : Technical Review

Shortlisted candidates will undergo a technical evaluation, and a submission of a proposal to tackle the assignment.

Technical evaluation Criteria max 100 points (Weighted 70):

- **Criteria A:** Bachelor's degree in Arabic or Comparative Literature, Foreign Languages, Social Sciences or any other related fields (20 points);
- **Criteria B:** At least of 7 years of relevant experience in professional editing (25 points);
- **Criteria C:** Proven accomplishments in undertaking similar tasks with leading institutions, organizations and/or research centers (25 points);
- **Criteria D:** Previous working experience with the United Nations (UN) is a must (20 points);

- **Criteria E:** Language proficiency in both written and oral Arabic and English is required (10 points).

Shortlisted candidates will be assessed and scored against the following evaluation criteria:

Financial Criteria - 30% of total evaluation

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula: $(PI / Pn) * 30$ where Pn is the financial offer being evaluated and PI is the lowest financial offer received.

Step III: Final evaluation

The final evaluation will combine the scores of the desk review and the financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the cumulative analysis methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.