



Terms of Reference

KEN /IC/057/2020 - Consultancy on Editorial Work, Layout Design of a State of Environment Technical Report and a Summary for Policy Makers

1. Introduction

Kenya is endowed with diverse and rich environment and natural resources treasures spread across the country from marine ecosystems through freshwaters to terrestrial forests, grasslands and the snow-capped areas of Mount Kenya. Among the key resources include; diverse and unique flora and fauna species, mineral resources to water and soils. These diverse natural resources are key foundation for Kenya's sustainable development. The flora and fauna are key sources of food, key in tourism industry and offer raw material for manufacturing among other benefits.

For the environment and natural resources to continue supporting sustainable development in the country, they need to be managed sustainably. Key to attaining sustainable environment and natural resources management is effective and efficient governance. In Kenya Environment and Natural Resources Governance happens at various levels and forms. In order to strengthen this important component of environment and natural resources sustainable management, periodic review of environment and natural resources situation and governance is vital. It is therefore against this background that under the leadership of the National Environment Management Authority and the Council of Governors with support from UNDP through various key lead agencies in the country a technical report on Environment and Natural Resources Governance was developed in the period between late 2019 and early 2020. The report was subjected to a round of inclusive national stakeholders' consultations across the country.

The report is now destined for publication and launch for implementation. The report now require technical editorial, layout designs and printing. To achieve this, UNDP is advertising for consultancy services for providing technical editorial work, layout designs and printing of the Environment and Natural Resources Governance report as per the following terms of reference;

2. Main Objective of the Assignment

The objective of the assignment is to undertake editorial work including but not limited to addressing typos, spellings, scientific names and technical language of a technical report in the formal format of the State of Environment Report with focus on Environment and Natural Resources Governance in Kenya and Prepare a synthesized Summary for Policy Makers (SPM) for the full report;

3. Scope of Work

The individual consultant with support of NEMA, Council of Governors and in close collaboration and coordination with UNDP, the relevant national Government institutions and all key stakeholders will perform the following;

- i. Undertake editorial work including but not limited to addressing typos, spellings, scientific names and technical language of a technical report in the formal format of the State of Environment Report with focus on Environment and Natural Resources Governance in Kenya;
- ii. Prepare synthesized Summary for Policy Makers (SPM) for the full report;
- iii. Undertake a detailed field mission to acquire good quality photographs about the environment/natural resources and governance for use in the report;
- iv. Update the report maps and figures to attain good quality and comply with legal requirements;
- v. Liaise with the National Committee writing the Environment and Natural Resources Governance in Kenya report on the editorial work for final approval of the edited report and the Summary for Policy Makers;
- vi. Undertake professional editing, layout and design work for realizing a good report;
- vii. Provide two copies of electronic version of the report ready to print

4. Deliverables

During the assignment, the Consultant will deliver:

- i. An inception report after 5 days which includes a work methodology and detailed work plan.
- ii. Edited Soft Copy , edited, designed and layout designs approved for State of Environment (SOE) publication.
- iii. Soft copy of Summary for Policy Makers approved and ready to print

5. Travel

The consultant will quote for their travel and daily allowances for the field photography mission and all resources associated with the mission.

The mobilisation of quality photographs on the situation of the environment/natural resources and governance for the report especially at Lake Naivasha for wetlands, Ngong forests for forests and some mineral resources as well as mining activities from any mining site in Kenya is a requirement for this assignment.

6. Timeline

It is estimated that the consultant will require a maximum of 30 working days to undertake the assignment

7. Reporting arrangements

The consultant will report contractually to the Team Leader Environment and Resilience or her assigned representative. At a technical level, the consultant will report to the State of Environment 2020 Report Technical Committee on the day to day execution of the assignment.

8. Scope of Proposal Price and Schedule of Payments

Payment of fees will be based on receipt of clearly defined deliverables by specific timelines.

- 20 % on submission and clearance of the inception report
- 80 % on submission and clearance of the edited SOE, SPM and Electronic copies.

9. Required Profiles of the Consultant;

UNDP hereby calls for interested qualified National Individual Consultants with experience in providing technical reports editorial work, layout designing and quality photography to submit their proposal and quotation.

The required profile comprises of;

- 1) Subject area specialist with extensive experience in development of the State of Environment Report/s to edit the report and develop the Summary for Policy Makers. He/she should have a Post – graduate degrees (PhD or Masters) Urban and Regional Planning, Environmental Management and Planning, Natural Resource Management, Survey , Land Economics and/or related Social Sciences from a recognized university.
- 2) Demonstrable expertise, knowledge and experience in undertaking a similar assignment
- 3) Experience in providing the graphics, layout, editing and all report and SPM design work.
- 4) Experience in organizing and undertaking Field Photography missions with Demonstrated understanding and experience in mobilizing current and good quality photographs in the given subject area.

10. Evaluation Criteria for the Individual Consultant.

	Key Area of Desired Expertise	Maximum Score
1	Subject area specialist with extensive experience in development of the State of Environment Report/s to edit the report and develop the Summary for Policy Makers with a Post – graduate degrees (PhD or Masters) Urban and Regional Planning, Environmental Management and Planning, Natural Resource Management, Survey , Land Economics and/or related Social Sciences from a recognized university	40
2	Demonstrable expertise, knowledge and experience in undertaking a similar assignment	30
3	Experience in providing the graphics, layout, editing and all report and SPM design work.	20
4	Experience in organizing and undertaking Field Photography missions with Demonstrated understanding and experience in mobilizing current and good quality photographs in the given subject area.	10
TOTAL		100

11. Reporting Requirements and Schedules.

S/NO.	REPORTS DESCRIPTION	SUBMISSION SCHEDULE	NO. OF HARD COPIES	NO. OF E-COPIES
1.	Inception report	5 days after signing of the contract	1	3
2.	1st Draft of the edited State of Environment Report/s and the Summary/popular version for Policy Makers	2weeks after contract	10	3
3.	Finalized version of the edited State of Environment Report/s complete with pictures and the Summary/popular version for Policy Makers and the Summary for Policy Makers. Electronic version of the report and Summary for Policy Makers	4 weeks after contract	10	3

12. Submission of the Financial Proposal

Applicants are instructed to submit their all-inclusive fee proposal in Kenya Shillings using the financial proposal template provided (Offerors letter to UNDP). The financial proposal should be all-inclusive and include a breakdown. The term ‘all-inclusive’ implies that all costs (professional fees, travel related expenses accommodation, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

Financial evaluation (maximum 30 points):

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

13. Application Process.

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment - template provided
3. Offerors letter to UNDP- template provided

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Applications should be received through the UNDP e Tendering Portal on or before 5.00 P.M on Tuesday, 15 December 2020.

Firms are not eligible for this consultancy assignment. Open to national individual consultants only.

Incomplete applications will be disqualified automatically.

All applications should be submitted through the UNDP eTendering portal.

- If already registered, please go to <https://etendering.partneragencies.org> and sign in using your username and password, and search for the **event:**

Business Unit: **UNDP1**

Event ID:

- If you do not remember your password, please use the “Forgotten password” link. Do not create a new profile.
- If you have never registered in the system before, please complete a one-time registration process first by visiting <https://etendering.partneragencies.org> and using the below generic credentials:

Username: **event.guest**

Password: **why2change**

Detailed user guide on how to register in the system and submit the proposal can be found at:

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Email submission of applications will not be accepted. Queries about the position can be directed to undp.kenya.procurement@undp.org

