



## PROCUREMENT NOTICE

Date: 07 December 2020

**Country: Kenya**

**DESCRIPTION OF THE ASSIGNMENT: NATIONAL INDIVIDUAL CONSULTANT – KEN /IC/057/2020 - CONSULTANCY ON EDITORIAL WORK, LAYOUT DESIGN OF A STATE OF ENVIRONMENT TECHNICAL REPORT AND A SUMMARY FOR POLICY MAKERS**

**Period of assignment/services:** 30 working days

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

**DO NOT COPY ANY OTHER RECIPIENT**

**Background**

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 and layout designs of the Environment and Natural Resources Governance report as per the terms of reference;

**Objective:**

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;

**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

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.

**Evaluation Criteria for the Individual Consultant.**

	<b>Key Area of Desired Expertise</b>	<b>Maximum Score</b>
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
<b>TOTAL</b>		<b>100</b>

**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

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

### **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.**

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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](mailto:undp.kenya.procurement@undp.org)