



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 12 February 2021

Reference: LBN/CO/IC/44/21

Country: Lebanon

Description of the assignment: National - Editor-in-Chief for Jousour Newspaper Supplement

Project name: Support the implementation of LPDC Strategic Plan - Phase 1

Period of assignment/services: 90 working days spread over a period of 6 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **26 February 2021 at 11:59 PM Beirut Local Time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail Procurement.lb@undp.org. The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The Lebanese Working Group on Palestinian Refugees, which became later known as the Lebanese-Palestinian Dialogue Committee (LPDC), was created in November 2005 by the Council of Ministers, in response to the goal set by the Government of Lebanon (GoL) to improve the living conditions of Palestinian refugees in Lebanon. The current project – Support the implementation of LPDC Strategic Plan, phase 1 - seeks to strengthen the capacity of the LPDC (2020-2023) enabling the Government of Lebanon (GoL) to set up a comprehensive policy on the Palestinian refugee issues, with a view to improving their living conditions.

Project components include:

- **Output 1:** Strengthen Dialogue facilitation and conflict prevention capacity;
- **Output 2:** Support Legislative Reform agenda;
- **Output 3:** Strengthen strategic Communication and Coordination roles;
- **Output 4:** Increase Policy research capabilities;

The project works on a quarterly published supplement “Jousour” that was established in 2018 to introduce the Lebanese and Palestinian public opinion to the importance of examining the problematic

and complex difficulties of the intercommunal relations. The project collaborates with many writers/journalists, photographers, visual artists, and have previously published 5 issues of Jousour. LPDC plans to publish 4 news supplements in 2021 according to the following schedule

Date	# of the supplement
February – March 2021 (currently in the final stages of publication)	Supplement # 6
April – May 2021	Supplement # 7
August – September 2021	Supplement # 8
November – December 2021	Supplement # 9

In this context, UNDP requires the services of an “Editor-in-Chief” for Jousour to support the LPDC project in manage and oversee the content for the coming issues.

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

The Editor-Chief of Jousour will perform the following tasks:

a) Content Planning and Making Decisions on Appropriateness for Publication

- Develop the Journal issuance plan (identify topics, focus themes, special features).
- Identify potential written materials and contributors. Exchange letters with shortlisted writers. Liaise with writers to develop articles and manuscripts, questions, and focus.
- Review the graphic and written materials, including the provision of comments and edits for accuracy, grammar, and style.
- Make timely editorial decisions and communicate them clearly.
- Ensure the quality of the Jousour news supplement: correct errors; differentiate different types of content, such as reports of original data, opinion pieces.
- Liaise with Editorial Board and LPDC to finalize the Jousour issue plan. Plan meeting of the Editorial Board
- Find new ways to reach different audiences in Lebanon.
- Define new creative ways to expand Jousour’s content.

b) Editing Technical Support for Jousour:

- Provide editorial guidelines to authors for preparing and submitting manuscripts. Ensure the tone of voice for Jousour in line with the project objectives. Provide guidelines to Jousour news supplement team and authors for preparing and submitting manuscripts.
- Develop a Jousour policy on authorship and intellectual property.
- Develop a Jousour policy on conflict of interest according to the UNDP core principles and policies for all involved in the publication process, including editors, staff (e.g., editorial and sales), authors, and reviewers.

c) Project activities management to ensure timely publication and distribution of the supplement in line with the publication schedule specified in part 1

- Manage the timely delivery by the supplement production team (linguistic editors, graphic designers, writers, and print house). Develop mechanisms, in cooperation with the publisher, to ensure timely publication of accepted manuscripts.
- Support project manager in the financial aspects of the publication’s content. This includes finding new and innovative ways to utilize funding to gain a broader readership.

- Develop the logistical implementation for the 3 issues of “Jousour” Supplement in both Arabic and English versions.
- Facilitate public discussions with the Jousour contributors. Collect the feedback from the discussion for the future improvement of content.
- Update Jousour communication channels: Website, social media tools (Facebook page, twitter).

For additional information, please refer to ANNEX I – Terms of Reference

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic qualifications:

- Bachelor’s degree in communication, journalism, or marketing,

Years of Experience:

- years of working experience as a writer/Editor in newspapers,
- years of experience working on refugees’ issues in Lebanon,
- Demonstrated experience in writing articles and/or professional publications (examples to be submitted along with the CV)
- Previous experience working for the organization of the United Nations family is an asset
- Previous experience in writing and/or editing communications materials and newspaper articles on Palestinian refugees issues is an asset
- Solid experience on writing on issues related Palestinian issues

Competencies:

- Proven written and oral communication skills in Arabic and English,
- Good Understanding of the International Human Rights Framework,
- Proficiency in Content Management and Editing

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

(I). Technical Proposal:

(i) Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment

(ii) Explaining why you are the most suitable for the work

(iii) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the references’ e-mails addresses.

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR as follows:

Deliverables	Estimated time for completion	Target Due Dates	Review and Approvals Required
1. 1st progress report in line with the template in the section 3.1	15 working days	1 month from contract signature	Project Manager
2. 2nd progress report in line with the template in the section 3.1	15 working days	2 months from contract signature	
3. 3rd progress report in line with the template in the section 3.1	15 working days	3 months from contract signature	
4. 4th progress report in line with the template in the section 3.1	15 working days	4 months from contract signature	
5. 5th progress report in line with the template in the section 3.1	15 working days	5 months from contract signature	
6. 6th progress report in line with the template in the section 3.1	15 working days	6 months from contract signature	

16.66% of total lumpsum upon submission of deliverable 1 and UNDP acceptance.

16.66% of total lumpsum upon submission of deliverable 2 and 3 and UNDP acceptance.

16.66% of total lumpsum upon submission of deliverable 4 and UNDP acceptance.

16.66% of total lumpsum upon submission of deliverable 5 and UNDP acceptance.

16.70% of total lumpsum upon submission of deliverable 6 and UNDP acceptance.

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days)**. The financial proposal shall be presented using the enclosed format of Appendix a - Annex III.

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 methodology:

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 technical score of 70 points would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u><i>Technical Competence</i></u>	<i>70%</i>	<i>100</i>
Criteria A: <i>Educational Background</i>		10
<i>Bachelor's degree in communication, journalism, social sciences or another closely related field:</i> <ul style="list-style-type: none"> - <i>Less than bachelor's degree (0 points)</i> - <i>Bachelor's degree (7 points)</i> - <i>Master's degree and above (10 points)</i> 		10
Criteria B: <i>Technical experience</i>		60
<i>years of working experience as a writer/Editor in newspapers:</i> <ul style="list-style-type: none"> - <i>0 years of relevant experience: 0 points</i> - <i>1-3 years of relevant experience: 3 points</i> - <i>4-5 years of relevant experience: 5 points</i> - <i>6 years of relevant experience: 7 points</i> 		10

- 7 years and above of relevant experience: 10 points		
<i>years of experience working on the refugees issues in Lebanon;</i> <ul style="list-style-type: none"> - 0 years of experience: 0 points - 1 year of experience: 3 points - 2 years of experience: 5 points - 3 years of experience: 11 points - 4 years and above of experience: 15 points 		15
<i>Demonstrated experience in writing articles and/or professional publications</i> <ul style="list-style-type: none"> • 0 articles/Publications: 0 points • 1-3 articles/Publications: 5 points • 4-5 articles/Publications: 7 points • 6 articles/Publications and above: 10 points 		10
<i>Previous experience in working for the organization of the UN family</i> <ul style="list-style-type: none"> • 0 years of experience: 0 points • 1-2 years: 7 points • 3 and above years: 10 points 		10
<i>Experience in writing and/or editing communication materials related to Palestinian refugees' issues</i> <ul style="list-style-type: none"> - 1 article – 5 points - 2 articles – 8 points - 3 articles – 11 points - 4 articles and above – 15 points 		15
Criteria C: Competencies		30
Proven inter-personal written and oral communication skills Arabic, English,		10
Good Understanding of International Human Rights Framework,		10
Proficiency in Content Management and Editing		10
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

Only candidates obtaining a minimum technical score of 70 points would be considered for the financial evaluation.

How to apply:

The consultancy is open for all national consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. Annex 3 (Offerors Letter) and
3. Financial proposal

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all documents.

Incomplete applications will not be considered.

ANNEXES

ANNEX I - TERMS OF REFERENCE (TOR)

ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS

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