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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: March 10, 2021

Office:	UNDP Libya
Description of the assignment:	Creative Writer Consultant
Project name:	Strengthening Local Capacities for Resilience and Recovery
Type of Appointment:	Individual Consultant (International)
Duty Station	Homebased
Expected start date	April 2021
Period of assignment:	45 workdays spread over the period of tow (2) months.

Proposal should be submitted by email to tenders.ly@undp.org no later than **March 19, 2021, at 15:00 hours Tunis**, Tunisia time ref. www.greenwichmeantime.com.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail address: procurement.ly@undp.org. UNDP Libya Procurement Unit will respond in writing or 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 who express their interest.

1. Background

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 177 countries and territories, working with them on their own solutions to global and national development challenges.

At UNDP, external and internal communication is critical to achieving both development results and business objectives. Skillful communication broadens the impacts of new policies, helps governance reforms take root, and attracts and fosters strong partnerships.

UNDP's "Strengthening Local Capacities for Resilience and Recovery" is a project mainly funded by the European Union. The project focuses on supporting local authorities in Libya to respond to the many conflict and human mobility induced challenges - by strengthening the local resilience and recovery



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mechanisms - that impact negatively citizens' access to essential services, sources of livelihoods, the social cohesion and security of communities.

The second phase of this project is funded the European Union (EU) programme “Recovery, Stability and Socio-Economic Development in Libya” (Baladiyati), under the EU Emergency Trust Fund for stability and addressing root causes of irregular migration and displaced persons in Africa. The project aims at enhancing provision of basic services at local level and increasing access for most vulnerable groups from host communities - including Internally Displaced Populations (IDPs) and returnees - as well as migrants and refugees.

The EU funded also a top-up of the first phase as a three-year action aiming at supporting local authorities in 20 municipalities in Libya to respond to the many conflict and human mobility induced challenges - by strengthening the local resilience and recovery mechanisms - that impact negatively people access to essential services, the social cohesion and community security, and jobs and the sustainable livelihoods. The project is built around 3 specific objectives: (1) Strengthening responsiveness of local institutions in delivering essential public services to crisis-affected populations and in leading recovery processes; (2) Enhancing communities and local stakeholders' capacity to improve social cohesion and community security; (3) Strengthening economic opportunities for youth and vulnerable groups (including women) through inclusive and participatory local economic recover.

As an active development agency, UNDP produces knowledge and communications products and publications on a regular basis. **UNDP Libya is seeking a consultant to produce the content for three brochures, a digital report and a script ready for production that will highlight the achievements of the above three projects to demonstrate the impact of UNDP-EU partnership on the ground.**

2. Duties and responsibilities

Under the supervision of the SLCRR project management specialist, and in coordination with [UNDP Libya Communication Unit](#), the candidate will:

Brochures and Report content

- Writing and editing, possibly including writing short features, impact stories, all the content of the brochure, to ensure clarity, consistency and readability of the text for the intended audience.
- Draft, copyedit and proofread all text for the brochures and report.
- Complete text and captions for the brochures and a digital report, edited, fact-checked, proofed
- Select photos for the report and the brochures.

Script

- Gathering information about the results of the project, and the footage and interviews available from UNDP Libya Communication Unit image library, the consultant will prepare a script ready for production which demonstrate UNDP's SLCRR impact on the ground.



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- Recommendations and advice on how to proceed to production (i.e. a production schedule)
- The consultant will provide feedback to the videographer on the draft video prepared as well as proofread the subtitles and texts included in the video, ensuring insertion of all correction, including in the videos produced.

Clarification

- **Proofreading:** final check of text for spelling, grammar, punctuation, and spacing.
- **Copy editing (light to medium editing):** correct grammar, spelling, punctuation, capitalization, and problems with syntax; will ensure that singular pronouns represent singular nouns and plural pronouns, plural nouns; will standardize notes, bibliographies, and reference lists; and will make style decisions based on the *UNDP Editorial Style Manual* (regarding punctuation, source citations, whether to spell out numbers or leave them as numerals, capitalization, Latin abbreviations, foreign words, quotations, how to use academic and military titles, when to italicize words or use quotation marks, etc.).
- **Line editing (heavier editing):** Sentences will be polished and reworded to improve clarity and flow and to get rid of repetition, clumsy wording, and convoluted sentence structure. Facts are checked and corrected, sections may be rearranged if necessary, and subheads and chapter titles might be reworked. The consultant may make suggestions to remedy issues the project might have overlooked in order to clarify messaging, ensure the text conveys facts, not personal theories; remove jargon, etc.
- **Intellectual property:** All information and production of photo and audio materials pertaining to the assignment as well as outputs produced under this ToR shall remain the property of the UNDP who shall have exclusive rights over their use. The products shall not be disclosed to the public nor used in whatever format without written permission of UNDP.

Deliverables and timeline

The deliverables are summarized in the table below.

Deliverables / Outputs	Target Due Dates (approximate dates, but changeable depending on externalities out of control of the consultant)	Payments	Review and Approvals Required
Deliverable 1: Brochure Resilience 1	6 working days	13.33%	Communication specialist, SLCRR project manager, and UNDP Libya Resident Representative



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Deliverable 2: Brochure Resilience 2	6 working days	13.33%	Communication specialist, SLCRR project manager, and UNDP Libya Resident Representative
Deliverable 3: Brochure Resilience 3	6 working days	13.34%	Communication specialist, SLCRR project manager, and UNDP Libya Resident Representative
Deliverable 4: Report	18 working days	40%	Communication specialist, SLCRR project manager, and UNDP Libya Resident Representative
Deliverable 5: video script	9 working days	20%	Communication specialist, SLCRR project manager, and UNDP Libya Resident Representative

3. Requirements for Experience and Qualifications

Education:

At least Bachelor's degree in journalism & media, public relations, communications, linguistics, or other relevant studies.

Professional Experience:

- At least 3 years of experience in journalism, photojournalism, development communication, copywriting of human-centered stories and/or storytelling or similar field;
- Creative writing and at least 5 years of proven record of working in the field of corporate and development communications with international organization.
- Excellent storytelling/ writing skills and ability to translate expert knowledge in language that can be understood by non-expert audiences proven by record (portfolio) of at least 5 published brochures, videos, human-centered success stories and/or other relevant publications;
- Excellent technical photography skills and videography skills would be an asset.
- Previous relevant experience with UNDP, other UN Agency, international organizations or donors would be an asset.

Language (s), *fully proficient in written and spoken English, fluency in Arabic is an asset.*

Computer skills:

- Be fully proficient in Microsoft Office, and Adobe Cloud Illustrator.
Be proficient with Adobe Photoshop and/or other photo/video editing software.



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Competencies

The candidate should be a passionate and skillful writer, excellent in written communications and is competent in use of desk top publishing software is preferred. Experience in using Adobe InDesign CSB is desirable.

Competencies

Corporate Competencies:

Integrity, professionalism and respect for diversity.

Functional Competencies:

- Extensive experience in presenting in public forums including high-level national stakeholders.
- Strong communication and interpersonal skills demonstrated ability to build trust.
- Excellent organizational, team building and planning skill.
- Demonstrated ability to work effective in team, delivering through and with others

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Proposal:

(i) Explaining why they are the most suitable for the work

2. Financial proposal

3. P11/Personal CV including experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

Contracts based on daily fee;

Financial Proposal should indicate the all-inclusive daily fee, supported by a breakdown of costs, as per template provided. The term "All inclusive" implies that all costs (professional fees, transportation costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.



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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 does 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

UNDP applies a fair and transparent selection process that would take into account both the technical qualification of Individual Consultants as well as their financial proposals.

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- Only those applications which are responsive and compliant will be evaluated;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation;
- The financial proposal shall specify an all-inclusive daily fee and hourly fee;
- The top applicant with the Highest Combined Scores and that have accepted UNDP's General Terms and Conditions will be awarded the Framework Agreements.



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EVALUATION CRITERIA		
Technical evaluation (70 points).		70 POINTS
Academic Evaluation 10		MAX 70 POINTS
General Experience 10		
Specific Experience 50		
Academic Requirement	At least Bachelor's degree in journalism & media, public relations, communications, linguistics, or other relevant studies.	10 Points
General Experience	At least 3 years of experience in journalism, photojournalism, development communication, copywriting of human-centred stories and/or storytelling or similar field;	10 Points
Specific Experience	A minimum of 5 years relevant experience, including (but not limited to): <ul style="list-style-type: none"> - Experience in creative writing; - Practical experience with curating information and producing online content for website, social media and publications for a large development organization, which includes selecting relevant information, identifying suitable visuals, drafting content; - Excellent storytelling/ writing skills and ability to translate expert knowledge in language that can be understood by non-expert audiences proven by record (portfolio) of at least 5 published brochures, videos, human-centered success stories and/or other relevant publications; Demonstrated linguistic capacities; fluency in English is a must, knowledge of Arabic would be an asset.	30 Points
	At least 3 years of experience in journalism, photojournalism, development communication, copywriting of human-centered stories and/or storytelling or similar field; Proven working record of at least 5 years in the field of corporate and development communications with international organization	20 Points
Financial Evaluation		MAX 30 POINTS



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<p>Candidates obtaining a minimum of 49 points over 70 points would be considered for the Financial Evaluation - 30 points</p> <p>Lowest Price will be qualified with the maximum of 30 points. Higher prices will be qualified according the following calculation:</p> <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 20px auto;">$FE = \frac{LFP}{FPI} \times 30$</div> <p>FE= Financial Evaluation LFP = Lowest Financial Proposal FPI= Financial Poposal of bidder i</p>	30	
FINAL EVALUATION: TECHNICAL + FINANCIAL		MAX 100 POINTS

Note:

- **Firms are not eligible for this consultancy assignment (open only for international individual consultants).**
- **An application through this website is not acceptable.**
- **Advertisement in this website is for circulation purposes only.**
- **Incomplete application will not be considered, it will be disqualified automatically.**
- **ANNEX**
- **ANNEX 1- TERMS OF REFERENCES (TOR)**
- **ANNEX 2 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**
- **ANNEX 3- FINANCIAL PROPOSAL TEMPLATE**