



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 06th May 2021

Country: South Africa

Type of Contract: International Individual Consultant

Description of the assignment: Technical Editing for Making Access Possible (MAP)

Project name: UN Capital Development Fund (UNCDF)

Period of assignment/services (if applicable): 30 to 40 working days intermittently

Proposal should be submitted at the following by email to bid.pretoria@undp.org no later than **28 May 2021 (16h00 South African time)**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit, South Africa 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.

1. BACKGROUND

The UN Capital Development Fund (UNCDF) is the UN's capital investment agency for the world's 47 least developed countries. It creates new opportunities for poor people and their small businesses by increasing access to microfinance and investment capital. UNCDF provides seed capital – grants and loans – and technical support to help financial service providers reach more poor households and small businesses, and local governments finance the capital investments – water systems, feeder roads, schools, irrigation schemes – that will improve poor peoples' lives. UNCDF programmes help to empower women, and are designed to catalyse larger capital flows from the private sector, national governments and development partners, for maximum impact toward the Sustainable Development Goals.

Making Access Possible (MAP) is a multi-country diagnostic and programmatic framework to support expanding access to financial services for individuals and micro and small businesses. MAP has been initiated by UNCDF as one of its main programmes to enhance financial inclusion in LDCs. Through a dialogue and evidence-based process, MAP aligns a broad range of stakeholders from within government, private sector and the donor community to create a set of practical actions aimed at extending financial inclusion tailored to that country. Importantly, financial inclusion is pursued not as an objective in and of itself, but for its role in achieving the core public policy objective of enhancing household welfare, supporting livelihoods and contributing to economic growth and employment.

As the MAP programme publishes an MSME toolkit as well as the results of the diagnostic refresher studies for Lesotho and Botswana, UNCDF would like to ensure that all reports published therein are accessible and of the highest professional quality. As such a professional technical editor, experienced in the oversight and editing of complex analytical papers is required.

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

MAP is a partnership between three organisations, namely FinMark Trust, Cenfri and UNCDF. The consultant will be required to conduct a detailed edit of 1) MSME toolkit, 2) diagnostic refresher study for Lesotho and 3) diagnostic refresher study for Botswana.

As such, the Consultant should expect to deliver the following on each report:

1. Improved grammar and syntax
2. Improved diction, sentence structure, flow and clarity of message
3. Line editing, copy editing, in-depth improvements to language usage, organization, phrasing, style formatting and feedback on content
4. Reduced vagueness and abstraction and increasing readability/accessible
5. Substantive (developmental) editing to identify unsupported or underdeveloped points or arguments and ensure a cohesive and structured storyline
6. Ensured linkage of synthesis report findings to relationships/interplays between increased financial inclusion and national strategy/roadmap/programming

(For detailed information can be found in the terms of references)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

A bachelors degree in arts, linguistics and English will be an advantage.

Experience:

- Substantive understanding of and/or background in one or more of the following areas of specialization: financial inclusion, poverty, innovation and primary market data in financial services;
- Proved record of relevant work in copy editing and/or producing knowledge in the area of financial inclusion, SDG's and inclusive growth;
- Advanced copy-editing experience for minimum 10 years and excellent attention to details;
- Experience as a writer/editor producing/editing corporate publications and technical journals;
- Knowledge of the UN, including UNDP terminology, language and style an advantage;
- Experience or familiarity with the MAP work and publications will be an advantage;
- Published editor will be an advantage.

Languages:

- Excellent analytical and writing skills in English language;

Competencies:

- Ability to be flexible and respond to changes to text as part of the review and feedback process
- Demonstrated ability to meet deadlines, and perform multi-task activities under certain degree of pressure
- Ability to understand detailed data analytics and linking story-lines to evidence from the data.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

- A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment.
- Evidence and examples of similar projects that have been successfully completed.
- Personal CV highlighting qualifications and experience in similar projects; and a statement of commitment regarding the availability of the personnel during the project duration in order to ensure successful completion of all deliverables within the required timeframe
- Work references - contact details (e-mail addresses) of referees (organization for whom similar assignments have been produced);
- All-inclusive financial proposal indicating consultancy fee (South African Rand) and a breakdown of expenses (unit price together with any other expenses) related to the assignment. The proposal must incorporate all the costs travel etc. for the service provider to achieve the required deliverables

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 (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel:

In case travel is requested, the costs including transport, lodging and terminal expenses should be agreed upon, between UNDP and the Individual Consultant, prior to travel and will be covered and paid by UNDP on the basis of UNDP rates.

The fare will always be “most direct, most economical” and any difference in price with the preferred route will be paid for by the expert.

Consultants to provide fee for the editing of the 3 documents (MSME toolkit, Botswana refresher, Lesotho refresher). Payments will be made on the basis of deliverables, based on the project plan, and the final number of documents edited as mentioned in point D above.

J. Recommended Presentation of Offer

- **Personal CV** 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;
- **Samples of work***: documents can be provided with internet links to what you consider to be the best and most relevant examples of at least two of the following categories:
 - A technical piece edited by the candidate;
 - A development-related publication or knowledge product written and/or edited by the candidate.
 - A corporate annual report

Consultants intending to submit a proposal may request examples of the 3 documents that are available in order to better estimate the effort required and propose a suggested approach.

If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNCDF under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNCDF.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:
Applications will be rated on both technical and financial submissions. The following selection method will be used: Highest rated proposal using the combined scoring method, which assigns the weight distribution between the technical and financial proposals. The overall combined score will be 100 points, where weight distribution shall be 70% technical and 30% financial.

Criteria for Selection		Score (points)
Education	A bachelors degree in arts, linguistics and English will be an advantage.	5
Experience	Substantive understanding of and/or background in one or more of the following areas of specialization: financial inclusion, poverty, innovation and primary market data in financial services;	15
	Proved record of relevant work in copy editing and/or producing knowledge in the area of financial inclusion, SDG's and inclusive growth;	15
	Advanced copy-editing experience for minimum 10 years and excellent attention to details;	20
	Experience as a writer/editor producing/editing corporate publications and technical journals;	10
	Knowledge of the UN, including UNDP terminology, language and style an advantage;	10
	Experience or familiarity with the MAP work and publications will be an advantage;	10
	Published editor will be an advantage.	10
Languages	Excellent analytical and writing skills in English language.	5
Total		100 points

Only candidates obtaining a minimum of 70% (70 points) would be considered for the Financial Evaluation.

ATTACHEMENTS:

- **TERMS OF REFERENCES (TOR)**
- **INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**
- **OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**
- **P11 – PERSONAL HISTORY FORM**