

Short-term consultant: Technical Editing for Making Access Possible (MAP)

Location :	Home-based
Application Deadline :	28 May 2021 (Midnight South African time)
Type of Contract :	Individual Contract
Post Level :	International Consultant
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	14 June
Duration of Initial Contract :	30 to 40 working days intermittently

B. Project Description

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.

C. Scope of 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

D. Expected Outputs and Deliverables

No	Activities	Deliverables	Approximate % of Payment
1	MSMEs toolkit	<ol style="list-style-type: none">1. Improved grammar and syntax2. Improved diction, sentence structure, flow and clarity of message3. Line editing, copy editing, in-depth improvements to language usage, organization, phrasing, style formatting and feedback on content4. Reduced vagueness and abstraction and increasing readability/accessible5. Substantive (developmental) editing to identify unsupported or underdeveloped points or arguments and ensure a cohesive and structured storyline	30%
2	Lesotho refresher	<ol style="list-style-type: none">1. Improved grammar and syntax2. Improved diction, sentence structure, flow and clarity of message3. Line editing, copy editing, in-depth improvements to language usage, organization, phrasing, style formatting and feedback on content4. Reduced vagueness and abstraction and increasing readability/accessible5. Substantive (developmental) editing to identify unsupported or underdeveloped points or arguments and ensure a cohesive and structured storyline6. Ensured linkage of synthesis report findings to relationships/interplays between increased	35%

		financial inclusion and national strategy/roadmap/programming	
3	Botswana refresher	<ol style="list-style-type: none"> 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/accessibility 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 	35%
	TOTAL		100%

E. Institutional Arrangement

Consultant will report to the MAP Programme manager as per the detailed project plan.

F. Duration of the Work¹

The work is anticipated to take approximately 30 to 40 days. Candidates to submit time estimates (days) to complete work on the 3 documents (MSMEs toolkit, refresher Lesotho, refresher Botswana). The toolkit is expected to be between 40 and 50 pages, while the refreshes are expected to be 60 to 100 pages each on average. Candidates also to include hourly rates, and total cost based on time estimate and hourly rate. Valuation of proposals, as well as payment will be based on total cost of proposal. Editing on documents to be divided in 2 parts, the MSME toolkit should be edited in April while the Lesotho and Botswana refreshers should be edited in June.

G. Duty Station

Home based

¹ The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

H. Qualifications of the Successful Individual Contractor

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.

I. Scope of Price Proposal and Schedule of Payments

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.

K. Criteria for Selection of the Best Offer

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.

Step I: Screening

Applications will be screened and only applicants meeting the following minimum criteria will progress to the pool for shortlisting:

- A bachelors degree in arts, linguistics and English will be an advantage.
- 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;
- Advanced copy-editing experience for minimum 10 years and excellent attention to details;

Step II: Shortlisting by Desk Review (70%):

UNCDF will conduct a desk review to produce a shortlist of candidates and technically evaluate candidates as follows:

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

Step III: Financial Evaluation (30%):

The following formula will be used to evaluate the financial proposal: Lowest priced proposal/price of the proposal being evaluated x 30%.

Award Criteria

The contract shall be awarded to the applicant whose offer has been evaluated and determined as:

Responsive/compliant/acceptable; and Having received the highest combined weight (technical scores) 70% + financial 30% = 100%.

Both individual consultants and individual employed by a company or institution are welcome to apply.

Any individual employed by a company or institution who would like to submit an offer in response to a Procurement Notice for IC must do so in their individual capacity (providing a CV so that their qualifications may be judged accordingly).

Women candidates or women-owned businesses are strongly encouraged to apply. UNCDF is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.