

PROCUREMENT NOTICE

FOR THE ENGAGEMENT OF AN INDIVIDUAL CONTRACTOR SERVICES

Date: 3 April 2022

Post Title:	Individual Contractor (IC) – Content Development Specialist
Starting Date:	Upon contract signature date
Duration:	Up to (35) working days over a period of (2) calendar months
Location:	Home-based assignment
Project:	Knowledge Project
Requisition Number:	
National/International consultants:	International Consultant
Is this an LTA (yes/no):	No

CONTEXT/BACKGROUND

The Knowledge Project is a partnership between UNDP and the Mohammed Bin Rashid Al Maktoum Knowledge Foundation seeking to promote knowledge generation and dissemination in the Arab region and beyond since 2008. It builds on three Arab Knowledge Reports, the Arab Knowledge Index, the knowledge4all portal, the Arab Reading Index, the Future of Knowledge (FoK) Report series and the Global Knowledge Index (GKI).

Since its pilot edition in 2018, the Future of Knowledge (FoK) products have been widely received and became a major product in the knowledge for development scene. The series which integrates an annual report and digital platform (Digital Intelligence Platform – DIP) uses an innovative knowledge measurement tool to analyse big data and evaluate awareness of skills and technology in 40 countries, grouped into four clusters based on GKI annual findings. The series main purpose is to assist country leaders in preparing their citizens for the future knowledge landscape and equipping them with adequate skillsets, in addition to identification of best practices in terms of technological advancement and future skills development. It aspires to encourage proactive leadership among all nations to ensure the sustainable continued re/upskilling of workforces.

The 2022 edition of the Future of Knowledge (FoK) series was launched during the Knowledge Summit in March 2022. Towards this end, the Knowledge Project is seeking the services of a consultant with demonstrated experience in Arabic and English content development, to provide supporting professional services in relation to the FoK content for the website, outreach, and traditional/social media platforms. The consultant should be familiar with the knowledge project scope of work, have extensive knowledge and experience in the areas of knowledge and development and in content development and strategic communication, in addition to excellent Arabic and English language skills and research skills to support the required processes.

SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

While stressing the need to work within a participatory framework and obtain the authorization of the Knowledge Project CTA and leading research staff on all content edits and on the development of communication content, the consultant shall be responsible for the tasks listed hereunder:

- Review the English and Arabic FoK reports, and ensure the quality and accuracy of the content for the web (up to 50,000 words)
- Propose and develop communication content to support post-launch activities for the FoK (report and portal)
- Support in the development of relevant content of the FoK for the Knowledge4All portal and the Knowledge Project social media accounts.

EXPECTED OUTPUTS AND DELIVERABLES

Expected Outputs and Deliverables	Expected number of working days for each deliverable	Targeted Due Dates	Review and Approvals Required
Deliverable 1: Review the English and Arabic FoK reports, and ensure the quality and accuracy of the content for the web (up to 50,000 words);	Up to ten (10) working days from contract signature date	20 May 2022	Knowledge Project Chief Technical Advisor
Deliverable 2: Propose and develop communication content to support post-launch activities for the FoK (report and portal);	Up to twenty (20) working days from the satisfactory completion of deliverable 1	20 June 2022	
Deliverable 3: Support in the development of relevant content of the FoK for the Knowledge4All portal and the Knowledge Project social media accounts.	Up to five (5) working days from the satisfactory completion of deliverable 2	30 June 2022	

INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her full-time commitment with UNDP-RBAS;
- S/He shall perform tasks under the general guidance and supervision of the Knowledge Project Chief Technical Advisor (CTA). The supervision of the Knowledge Project CTA will include approvals/acceptance of the outputs as identified in the previous section.
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, suppliers and UN colleagues; as applicable and/or needed.
- The individual is required to maintain close communication with UNDP-RBAS on regular and needed basis at any period throughout the assignment in order to monitor progress. In the event of any delay, S/he will inform UNDP promptly so that decisions and remedial action may be taken accordingly;
- The final deliverables with regards to the FoK revision shall be shared with the Knowledge Project CTA and research team for their revision;
- Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

DURATION OF THE WORK

- The expected duration of the assignment is expected to be up to (35) working days over a period of (2) calendar months;
- Given the strict timeline of this assignment and its collaborative nature, the estimated duration assigned to complete each output should be respected;
- Throughout the duration of this assignment, the UNDP team will provide feedback no later than (15) working days from the date of submission of listed deliverables above.

DUTY STATION

This is a home-based assignment.

TRAVEL PLAN

If unforeseen travel outside the consultant home-based city is requested by UNDP and not required by the Terms of References (ToR), such travel shall be covered by UNDP in line with applicable rules and regulations and upon prior written agreement. In such cases, the consultant shall receive living allowances not exceeding the United Nations (UN) Daily Subsistence Allowance (DSA) rate for such other location(s).

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

- I. Academic Qualification:
 - Master's degree in Languages, social sciences, communication or any other related field.
- II. Work Experience:
 - Minimum 06 years of experience in the field of content development, translation, editing, and strategic communication support, including in areas of international development and knowledge development;
 - Experience with international organizations and national governments.
- III. Language Requirements:
 - Proficiency in written and oral English and Arabic is required. Knowledge of any other UN language is an asset.
- IV. Competencies:
 - a) Corporate
 - Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
 - Promotes the vision, mission and strategic goals of UNDP;
 - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
 - b) Functional
 - Background knowledge about the SDGs, United Nations and UNDP;
 - Awareness of knowledge-related challenges and priorities;
 - Excellent drafting skills with a sound publishing record;
 - Strong analytical and synthesis skills;
 - Strong quantitative and qualitative research skills;
 - Experience in the areas of the thematic sub-index;
 - Ability to write in a clear and concise manner;
 - Good teamwork and interpersonal skills;
 - Excellent computer skills especially Word, Excel and Power Point.
 - c) Leadership
 - Demonstrated ability to think strategically and to provide credible leadership;
 - Demonstrated intellectual leadership and ability to integrate knowledge with broader strategic overview and corporate vision;
 - Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues;
 - Ability to conceptualize and convey strategic vision from the spectrum of development experience.
 - d) Managing Relationships
 - Demonstrated well developed people management and organizational management skills;
 - Excellent negotiating and networking skills with strong partnerships in academia, technical

organizations and as a recognized expert in the practice area.

e) Managing Complexity

- Ability to address global development issues;
- Demonstrated substantive leadership and ability to integrate knowledge with broader strategic, policy and operational objectives.

f) Knowledge Management and Learning

- Ability to strongly promote and build knowledge products;
- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
- Seeks and applies knowledge, information and best practices from within and outside of UNDP;
- Provides constructive coaching and feedback;
- Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.

g) Judgment/Decision-Making

- Mature judgment and initiative;
- Proven ability to provide strategic direction to the project implementation process;
- Independent judgment and discretion in advising on handling major policy issues and challenges, uses diplomacy and tact to achieve result.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

All proposals must be expressed in a lump sum amount. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, , communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal.

The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

Milestone	Estimated Due Date	Payment
After successful delivery of deliverables 1, 2 and 3	30 June 2022	Up to 100% of total contract amount following satisfactory delivery of deliverables 1, 2 and 3, and submission of a duly certified Certification of Payment (CoP)

RECOMMENDED PRESENTATION OF OFFER

Interested individual consultants must submit the following documents / under points 1-2 to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, 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;
- c) **Financial Proposal * Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive.** When the financial proposal is requested it should indicate the all-inclusive Deliverables/Outputs based total contract price, supported by a breakdown of costs, as per template provided. The terms “all-inclusive” implies that all costs (professional, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. 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 UNDP 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 UNDP.

Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive

Interested candidates shall submit required documents to Job Advertisement Website (https://jobs.undp.org/cj_view_jobs.cfm) as one document not later than **15th of April 2022**

Interested candidates can find Procurement Notice, Letter of Confirmation of Interest and Availability and P11 templates on the following link: <http://procurement-notices.undp.org/>

CRITERIA FOR SELECTION OF THE BEST OFFERS

This selection criteria will follow the Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%, using the following evaluation criteria

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and Shortlisting:

Applications will be first screened and only candidates meeting the following minimum requirements will progress to the pool for shortlisting:

- **Criteria A:** Master's degree in Languages, social sciences, communication or any other related field.
- **Criteria B:** Minimum 06 years of experience in the field of content development, translation, editing, and strategic communication support, including in areas of international development and knowledge development, and;
- **Criteria E:** Language proficiency in both written and oral English & Arabic is required.

Step II: Technical Review

Shortlisted candidate will undergo a technical evaluation which will assess the following points:

Technical Evaluation Criteria max 100 points (Weighted 70):

- **Criteria A:** Master's degree in Languages, social sciences, communication or any other related field (30 points);
- **Criteria B:** Minimum 06 years of experience in the field of content development, translation, editing, and strategic communication support, including in areas of international development and knowledge development, and; (30 points);
- **Criteria C:** Experience with international organizations and national governments (25 points);
- **Criteria D:** Language proficiency in both written and oral English & Arabic is required (15 points);

Financial Criteria - 30% of total evaluation

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula: $(PI / P_n) * 30$ where P_n is the financial offer being evaluated and PI is the lowest financial offer received.

Step II: Final Evaluation

The final evaluation will combine the scores of the desk review and the financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the cumulative analysis methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the technical evaluation would be considered for the Financial Evaluation.