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Resilient nations.*

**PROCUREMENT NOTICE**

INTERNATIONAL INDIVIDUAL CONSULTANT

No:IC/UNDP/RWA/2020/028

Date: 12/08/2020

**Country:** Rwanda

**Description of the assignment: Recruitment of International individual consultant as UNDAP II Annual Report 2019-2020 Writer & editor.**

**Period of assignment:** 25 working days

UNDP Rwanda is looking to recruit **International individual consultant as UNDAP II Annual Report 2019-2020 Writer & editor. The Consultant to be engaged must be dynamic and highly skilled in the role of Report Writer & Editor to support the production of an innovative annual report reflecting the results of the second year of the UNDAP II.**

All interested and qualified international individual consultants may download the Individual Consultant Notice, Terms of Reference, and P11, Confirmation Letter and General Terms and conditions documents from UNDP Rwanda website at:

<http://www.rw.undp.org/content/rwanda/en/home/operations/procurement/notices/>

Delivery address: By email address at [offers.rw@undp.org](mailto:offers.rw@undp.org) not later than **26 August 2020**, Time: 12h00 PM Kigali Rwanda local time.

**N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equally encouraged to apply.**

Yours sincerely,

Stephen Rodriques

UNDP Resident Representative

## **Terms of Reference -Individual Consultant**

### **UNDAP II Annual Report Writer/Editor**

**Starting date: August 2020 (exact date to be agreed)**

#### **A. General Information**

<b>Application type:</b>	<b>International Individual consultant</b>
<b>Job Title:</b>	<b>UNDAP II Annual Report 2019-2020 Writer &amp; editor</b>
<b>Duty station</b>	<b>Home based</b>
<b>Type of contract:</b>	<b>Individual consultant</b>
<b>Recruiting Office</b>	<b>UN Resident Coordinator’s Office (UN RCO)</b>
<b>Expected starting date:</b>	<b>August. Exact date to be agreed, following the selection process and signing of contract.</b>
<b>Duration</b>	<b>25 working days as agreed between the consultant and the UN RCO - within the time period of 24<sup>th</sup> August to 31<sup>st</sup> October 2020, with the main part of the work taking place in September.</b>

#### **B. Background**

In Rwanda, the UN works through the United Nations Development Assistance Plan for Rwanda (UNDAP II) 2018-2023 which outlines how the UN supports the national development agenda. The UNDAP is anchored on the National Strategy for Transformation (NST1 2017-2024), linked to the Agenda 2030 and the African Union Agenda 2063 and the East African Community Vision 2050.

The UNDAP is also informed by and responds to global and regional normative frameworks, such as gender and human rights. In fact, the UNDAP is grounded on a Common Country Analysis, the UNDAP I achievements and three strategies: (1) gender; (2) human rights and (3) the humanitarian-development nexus. It is also based on various principles including “leaving no one behind”. The integration of gender, human rights, leaving no one behind, conflict, environment and development/humanitarian/peace and security nexus is important throughout the UN activities, and should be reflected in plans and reports.

The UNDAP II is delivered by the United Nations system, with all 22 agencies (with 13 physically present in Rwanda) working together, and with an indicative budget of USD 630 million, with approximately 50% currently available. The UNDAP was developed in close cooperation with the Government, the CSOs, the private sector and development partners.

The UNDAP has six outcomes that are aligned with the three pillars of the NST1 (i): economic transformation; (ii) social transformation and (iii) transformational governance.

The consultant will work in close collaboration with relevant UN Agencies directly and through the UN Country Team (UNCT), as well as with the Resident Coordinator's Office. The consultant will also liaise with implementing partners, beneficiaries and other stakeholders as needed.

### **C. Objective of the consultancy**

RCO seeks to engage a dynamic and highly skilled individual consultant in the role of Report Writer & Editor to support the production of an innovative annual report reflecting the results of the second year of the UNDAF II. While the focus will be on the 3 pillars of the UNDAF II, cross-cutting issues such as human rights, gender and the leave no one behind principle should be included, as well as reflections on the work within the humanitarian-development-peace nexus. The report should also relate to the SDGs and provide information and analysis of the progress, challenges, lessons learned and way forward towards contributing to the UNDAF II outcomes and a transformative change in Rwanda.

The key stakeholders of this report will mainly be UN agencies, the government of Rwanda, Development partners, Donors and Civil Society Organizations and the Private sector.

### **D. The Scope of Work**

Under the guidance and direct supervision of the Monitoring and Evaluation Specialist and the Data Management, Results Reporting Officer in the Resident Coordinator's Office, the report writer & editor will be responsible for writing and finalizing the 2019 Annual Report in the given timeframe. The consultant will conduct the work home-based with interactions with RCO and results groups and other inter-agency groups, as well as implementing partners and beneficiaries as needed.

### **The consultant will implement the following 3 deliverables:**

1. Support Result Groups and other interagency groups (UN Communications Group and Operations Management Team) to conduct joint analysis of results, challenges, lessons learned and way forward that will feed into the report and produce an outcome report that will feed into the annual report
2. Submit a well written and high-quality Annual Report, integrating information and feedback from the RCO, RGs, UNCT and other interagency groups, ensuring accuracy, clarity, coherence and consistency;
3. Provide a maximum 15 slide-power point presentation on the findings from report, including the context and the development in Rwanda, results achieved as per One UN 2019-2020 UNDAF II planned outcomes (per pillar), fund utilization rate per outcome; challenges, lessons learned and future perspectives, in the One UN power point template provided by the RCO.

### **Specific activities to be performed by the consultant:**

1. Review background materials, including but not limited to UN Info reports (provided by the RCO), Joint Programmes reports, Socio-Economic Impact of COVID-19 in Rwanda; minutes from meetings, talking points, comments and information from the UNDAP II Result Groups, previous annual reports and other published research products; noting information relevant for the annual report;
2. Data collection to complement the information provided by the UN, to feed into the annual report. Conducted in close collaboration with Result Groups (RGs) and other inter-agency groups, such as UN Communications Group, Operations Management Team, with RCO support. The consultant will participate in the annual review of UNDAP II (Sept/Oct 2020). Contacts with implementing partners, beneficiaries and other stakeholders may be undertaken in close cooperation with UN agencies.
3. Write, edit and proofread the report text ensuring accuracy and consistency of all content; including text, tables and infographics;
4. Ensure integration of gender, human rights, leaving no one behind, conflict, environment and development/humanitarian/peace and security nexus throughout the report.
5. Suggest content presentation, ensure best use of case studies, infographics and charts to make the report more appealing; and ease of reading for a broad range of readers;
6. Work closely with the graphic designer and suggest a suite of infographics based on statistics and information given in the draft UNDAP II report;
7. Suggest catchy and concise titles for boxes, graphics and tables; and propose an attractive cover page;
8. Consolidate other input into report annexes, to include financial information, partnerships and publications information, among others; and
9. Identify critical information gaps which may remain and propose necessary adjustments;

This Consultancy will be administrated by the United Nations Development Programme (UNDP) and all relevant UNDP rules, policies and procedures apply.

## **E. Required Skills and Experience**

### **Education:**

- Master's degree in economics, social sciences, public and/or business administration, management and other related fields.

### **Experience:**

- At least 5 years of proven experience in writing analytical, annual reports.
- Knowledge of the global development agenda, including the Sustainable Development Goals, as well as of the national development priorities and the context of Rwanda;
- Knowledge of Human rights-based approach to Programming, LNOB principle, Gender, and Result-Based Management;
- Understanding of the principles of the UNDAP and UN activities in Rwanda or elsewhere;
- Previous experience in UN related reporting including gender responsive reporting is a requirement.

### **Language:**

- Excellent written and oral English.

## **F. Selection Criteria**

Upon the advertisement of the Procurement Notice, qualified individual consultants are expected to submit both the Technical and Financial Proposals. Accordingly, individual consultants will be evaluated based on Cumulative Analysis as per the following scenario:

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

In this regard, the respective weights of the proposals are:

- a. Technical criteria weight is 70%
- b. Financial criteria weight is 30%

Below is the breakdown of scores for the technical proposal on 100% basis, which will be brought to 70%:

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
Master's degree in economics, social sciences, public and/or business administration, management and other related fields.	10 %	10
At least 5 years of proven experience in writing analytical, annual reports.	30%	30
Knowledge on the global development agenda, including the Sustainable Development Goals, as well as on the national development priorities and the context of Rwanda.	20%	20
Knowledge of Human rights-based approach to Programming, LNOB principle, Gender, and Result-Based Management	20%	20
Understanding of the principles of the UNDP and UN activities in Rwanda or elsewhere; Previous experience in UN related reporting including gender responsive reporting is a requirement.	20%	20
<b>TOTAL</b>	<b>100%</b>	<b>100</b>

### **G. Payment Milestones and Authority**

Each applicant will indicate the cost of services for each deliverable in US dollars in the proposal. The Consultant will be paid based on the effective UN exchange rate (where applicable), and only after the head of the RCO or the designated officers approve the deliverables. The Consultant will be paid in accordance with UNDP rules, the amount paid should be considered inclusive of all associated costs including travel, communications, social security, pension and income tax.

### **H. Recommended Presentation of Proposal**

For purposes of generating proposals whose contents are uniformly presented, the proposal document must have at least the following content and it shall follow its sequencing:

- Personal CV or P11, indicating all experience from similar consultancies/projects
- Letter of Motivation
- Implementation Timelines
- At least three (3) professional references
- A financial proposal that indicates all-inclusive costs,
- Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto)

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

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*

United Nations Development Programme

*(Specify complete office address)*

Dear Sir/Madam :

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [ *indicate title of assignment* ] under the [ *state project title* ];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;

c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;

d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;

e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]*:

- An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
- A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;

g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

h) This offer shall remain valid for a total period of \_\_\_\_\_ days *[minimum of 90 days]* after the submission deadline;

i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;

j) If I am selected for this assignment, I shall *[pls. check the appropriate box]*:

- Sign an Individual Contract with UNDP;
- Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

\_\_\_\_\_

\_\_\_\_\_

k) I hereby confirm that *[check all that applies]*:

- At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed :

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**Annexes [pls. check all that applies]:**

- CV or Duly signed P11 Form
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)



## BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. **Breakdown of Cost by Components:**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

**B. Breakdown of Cost by Deliverables\***

<b>Deliverables</b> <i>[list them as referred to in the TOR]</i>	<b>Percentage of Total Price</b> <b>(Weight for payment)</b>	<b>Amount</b>
Deliverable 1		
Deliverable 2		
....		
<b>Total</b>	<b>100%</b>	<b>USD .....</b>

*\*Basis for payment tranches*