Editorial and Research Consultant, International Policy Centre For Inclusive Growth (IPC-IG)

Location: Brasilia, BRAZIL and home based
Application Deadline: 1st March 2015
Type of Contract: Individual Consultant (IC)
Languages Required: English
Starting Date: 4th March 2015
Duration of Contract: 12 months

1. Background

The International Policy Centre for Inclusive Growth (IPC-IG) is a joint project of the United Nations Development Programme and the Brazilian Government to facilitate South-South Cooperation on key development issues. The Centre carries out applied research and its ultimate goal is to generate knowledge resources to the global development community.

The main objectives of the center are to contribute applied research-based policy recommendations for inclusive growth and to facilitate South-South exchange and learning on key development issues. Toward these ends, IPC not only conducts research, but also organizes thematic workshops, policy training seminars, advisory and programme evaluation missions for requesting countries, and hosts resident researchers. The Centre regularly publishes Working Papers, issues of Poverty in Focus, Policy Research Briefs and One Pagers to encourage policy debate and dissemination of knowledge. IPC publications are found at: http://www.ipc-undp.org/pages/newsite/menu/about/pub.jsp?active=0

The main thematic areas of focus for the IPC-IG are: social protection, programme evaluation, cash transfers, social policies and population studies.

IPC-IG provides research-based policy recommendations to UNDP country offices and development partners globally through nine regular innovative publication series, from the popular One Pagers to the more technical Working Papers. It publishes regularly issues of Poverty in Focus magazine, One Pagers, Policy Research Briefs, Working Papers and Country Studies to encourage policy debate and dissemination of knowledge on key poverty topics.

2. Objective

The objective of this Terms of Reference (ToR) is to hire a high-level consultant in the Individual Consultant (IC) modality for 12 months to design a strategic work plan for IPC-IG publications, to coordinate the IPC-IG editorial team and to contribute to IPC-IG research and knowledge management activities.

3. Duty station

It is expected that the IC attends meetings and events when requested by IPC-IG coordinators or when he/she judges it is relevant for the development of his/her product. IPC-IG’s office is in Brasilia – fluency in Portuguese is considered an asset. Activities of the consultant will be concentrated in Brasilia, Brazil in 70% of the time of the contract.
Financial proposals must reflect expenses for living costs and travel to Brasilia. Only travel representing IPC-IG, as required, will be covered apart.

4. Outcomes

1) Coordinate IPC-IG editorial team and liaise with potential contributors to IPC-IG publications in consultation with IPC-IG coordinators;
2) Coordinate the peer review and language review process of IPC-IG in consultation with IPC-IG coordinators;
3) Coordinate the publication of the Policy in Focus magazine as its editor-in-chief.

Outcome 1: To coordinate IPC-IG editorial team and liaise with potential One Pager contributors. Activities:
   a. Interaction with the IPC-IG publication team for monthly publications of the One Pager series as well as Working Papers, Policy briefs and other IPC-IG publication;
   b. Interaction with authors for permission to summarize their article to disseminate through One Pagers in consultation with IPC-IG coordinators;
   d. Liaise with communication team for the elaboration of the newsletter to disseminate IPC-IG publications.

Outcome 2: Coordinate the peer review and language review process of IPC-IG publications.
Activities:
   a. Interaction with the IPC-IG research team to build a roster of potential peer-reviewers.
   b. Liaise with the peer reviewers, language reviewers and authors to ensure the timely flow of publications.

Outcome 3: Coordinate publication of the Policy in Focus magazine as chief-editor.
Activities:
   a. Interaction with the IPC-IG publication team to plan the quarterly publications of Policy in Focus issues
   b. Interaction with potential authors of articles for special issues of Policy in Focus in consultation with IPC-IG coordinators;
   c. Interaction with guest editors and authors;
   d. Put forward and implement proposals to make the Policy in Focus available in different publishing formats;
   e. Interaction with partners to establish partnerships and raise funds to future editions and events to disseminate IPC-IG work;
   f. Attend meetings and events to disseminate IPC-IG publications;

5. Expected Outputs
The consultant will report directly to the IPC-IG Research Coordinators and will articulate activities with other teams in the IPC-IG and the UNDP Brazil. The outputs of the consultancy will be presented as products along the course of 12 months.

Product I:
(1) Work Plan for 12 months of consultancy containing a minimum of activities planned under IPC-IG projects and strategy for 2015 related to the expected outcomes and activities described. (2) Initial planned list of publications for the 12-month period.
Product II: Progress Report containing the description of activities, meetings and missions attended, expected outcomes, and results.

Product III: Progress Report containing the description of activities, meetings and missions attended, expected outcomes, and results.

Product IV: Progress Report containing the description of activities, meetings and missions attended, expected outcomes, and results.

Product V: Progress Report containing the description of activities, meetings and missions attended, expected outcomes, and results.

Product VI: Progress Report containing the description of activities, meetings and missions attended, expected outcomes, and results.

Product VII: Progress Report containing the description of activities, meetings and missions attended, expected outcomes, and results.

Product VIII: Annual Report of Activities developed summarizing the achievements of expected outcomes of the 12-month consultancy and recommendations to the next 12-month publication list.

6. Required Skills and Experiences

Essential

- At least a MA/MSc degree in the field of Economics, Development Studies, International Relations, Social Sciences, Communications, Linguistics or a related discipline.
- Demonstrated leadership experience as part of an editorial or publications team in the development of a regularly published magazine or periodical;
- Excellent command of written and spoken English;
- Knowledge of development policies and social policies in developing countries;
- Excellent word-processing and spreadsheet skills;

Desirable

- Publications on one or other issue related to the work of the development policies and social policies.
- Revision and copyediting experience of both academic and policy-oriented publications
- Experience of proof-reading/editing academic documents.
- Experience in development policy research and work experience with an academic, government, research institution or international organization;
- Knowledge of other UN languages and/or Portuguese.

7. Payment Schedule

Payment will follow the receipt and approval of activities report submitted with description of activities and project results. The invoice must inform the period and the amount to be paid.

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<tr>
<th>Products</th>
<th>Deadline</th>
<th>Payment (%)</th>
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<tr>
<td><strong>Product I:</strong>&lt;br&gt; (1) Work Plan for 12 months of consultancy containing a minimum of activities planned under IPC-IG projects and strategy for 2014 related to the expected outcomes and activities described.&lt;br&gt; (2) Map of projects coordinated presenting the current status of each and presentation of publications strategy.</td>
<td>30 days after contract signature</td>
<td>25%</td>
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<td><strong>Product II:</strong>&lt;br&gt; Progress Report containing the description of activities, expected outcomes, and results. (Months: 1 and 2)</td>
<td>60 days after contract signature</td>
<td>10%</td>
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<td><strong>Product III:</strong>&lt;br&gt; Progress Report containing the description of activities, expected outcomes, and results. (Months: 3 and 4)</td>
<td>120 days after contract signature</td>
<td>10%</td>
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<td><strong>Product IV:</strong>&lt;br&gt; Progress Report containing the description of activities, meetings and missions attended, expected outcomes, and results. (Months: 5 and 6)</td>
<td>180 days after contract signature</td>
<td>10%</td>
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<td><strong>Product V:</strong>&lt;br&gt; Progress Report containing the description of activities, meetings and missions attended, expected outcomes, and results. (Months: 7 and 8)</td>
<td>240 days after contract signature</td>
<td>10%</td>
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<td><strong>Product VI:</strong>&lt;br&gt; Progress Report containing the description of activities, meetings and missions attended, expected outcomes, and results. (Months: 9 and 10)</td>
<td>300 days after contract signature</td>
<td>10%</td>
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<td><strong>Product VII:</strong>&lt;br&gt; Progress Report containing the description of activities, meetings and missions attended, expected outcomes, and results. (Months: 11 and 12)</td>
<td>350 days after contract signature</td>
<td>10%</td>
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<td><strong>Product VIII:</strong>&lt;br&gt; Annual Report of Activities developed summarizing the achievements of expected outcomes of the 12 month consultancy proposing a strategic work plan for the following year (2016) to be implemented by the Centre accordingly.</td>
<td>365 days after contract signature</td>
<td>15%</td>
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Deadlines are subjected to change upon formal request and previously authorization of supervisor in IPC-IG. The analysis of products delivered and the authorization for payment will be occur within 10 working days. Reports must inform all activities described in the section 4. EXPECTED OUTPUTS of this Terms of Reference and shall be performed with quality assured and results specified.
8. Application Guidelines

Applicants must submit:

- Cover letter;
- Personal History Form (P11);
- Curriculum Vitae (CV);
- A short technical proposal (detailed at section 9. SELECTION PROCEDURES);
- Sample of two articles and/or papers written in English by the candidate; and
- A financial proposal

The application must be submitted to ipc-procurement@ipc-undp.org no later than 01st March 2015, quoting in the subject “Editorial Consultant”. Applications posted after this deadline will not be accepted.

The financial proposal must be deliverable-oriented. The consultant is expected to propose a gross amount in United States of America Dollars (USD) for the 12 month consultancy and per output/product to be presented.

P11 Form is available online at http://www.pnud.org.br/recrutamento/index.php and should be signed and scanned.

The consultant must detail a timeframe for delivering output(s) or part of the final output. The installments will depend upon their equivalency to delivered outputs, whose cost will be indicated by the consultant in the financial proposal.

Candidates must be able to travel and to start working immediately.

9. Selection Procedures

Only submissions with all the documents listed under section 8. APPLICATION GUIDELINES will be considered.

Evaluation will be carried on based on:

- Curriculum Vitae (CV) and P11 Form to assess the technical capacity.
- Submission of a short technical proposal (max 2,500 words) about how IPC publications (e.g. Policy in Focus, One Pagers, Working Papers and Policy Research Briefs) could be structured to reach a wider audience. The focus of the proposal should be around the Policy in Focus. More info on IPC-IG publication can be found here http://www.ipc-undp.org/?q=publications.
- Sample of two articles and/or papers written in English by the candidate (e.g. academic articles, analytical work or magazine/newspaper article)
- Financial Proposal. The financial part of the tenders will be opened only for submissions with score 70 or higher in the technical capacity.
a. Scoring the Technical Capacity

The technical capacity scoring of the candidate will be divided into two different phases:

i. 1st Phase: Eliminatory Assessment of CV. and P11. Candidate who does not meet with the required skills and level of education (Section 6. REQUIRED SKILLS AND EXPERIENCE) will not be considered.

ii. 2nd Phase: Classificatory Assessment of CV, P11, technical proposal and written samples for scoring technical capacity evaluation.

The scoring criteria are described in the table below:

<table>
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<th>Items</th>
<th>Maximum Score</th>
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<tr>
<td>Advanced academic degree in the field of Economics, Development Studies, International Relations, Social Sciences, Communications, Linguistics or a related discipline (PhD max).</td>
<td>10</td>
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<td>Relevant experience with editorial work in English - Copy-editing and/or Language revision</td>
<td>30</td>
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<td>Relevant experience in development policy research and work experience with an academic, government, research institution or international organization</td>
<td>10</td>
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<td>Publication record related to the work of the development policies and social policies</td>
<td>5</td>
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<tr>
<td>Knowledge of other UN languages and/or Portuguese</td>
<td>5</td>
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<tr>
<td>Technical Proposal</td>
<td>20</td>
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<td>Assessment of samples written in English by the candidate (e.g. academic articles, analytical work or magazine/newspaper article)</td>
<td>20</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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The panelists will follow the guideline to scoring described in the table below:

**Guideline to Scoring:**

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<th>0 – No awareness of competency</th>
<th>1 – Basic awareness of competency</th>
<th>2 – Demonstrated beginner user of competency</th>
<th>3 – Demonstrated user of competency</th>
<th>4 – Demonstrated expert in competency</th>
<th>5 – Demonstrated master of competency</th>
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b. Scoring the Financial Proposal

The financial proposal will be scored as percent distance to the lowest bid.
Financial Score = 100* [(Lb) / (Bp)]

Where:
(Lb) is the lowest financial proposal bid and
(Bp) is the amount of financial proposal of the bidder

c. The final score

The final score will be a weighted average of the technical capacity score, with weight of 0.70 and the financial score, with weight 0.30.

10. Final Remarks

This selection process will be conducted by IPC-IG, according the applied rules and regulations (simplified selection and recruitment under –Individual Contractors).

Best evaluated tender: The best evaluated tender that will be recommended for the award of the contract will be the one found to have the highest ranked bid with combined technical and financial score.

Confidentiality: Information relating to evaluation of proposals and recommendations concerning awards, shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

Corruption and conflict of interest: Any bidder who makes a deliberate attempt to influence the tendering process and award of tender will be automatically disqualified.