

## REQUEST FOR PROPOSAL

**Date: 20 April 2023, revised 11 May 2023**

**Reference: RFP 1/2023**

**Subject: Long-term Agreement(s) for Editors and Proof-readers**

1. The United Nations System Staff College (UNSSC) hereby solicits your proposal for the above subject, in accordance with this document and annexes attached hereto. Proposals must be submitted to the UNSSC before **31 May 2023 by close of business**.
2. This request for Proposal (RFP) consists of this document and the following annexes:
  - Annex A: Terms of Reference
  - Annex B: Terms and Conditions to Submit a Proposal
  - Annex C: Evaluation Criteria
3. Your proposal must include information in sufficient scope and detail to allow the Staff College to consider whether the proposer has the necessary capability, experience, knowledge, expertise and the required capacity to perform the work specified satisfactorily.
4. The UNSSC reserves the right to request from vendors additional information regarding their commercial activities, history and resources.
5. Your technical and financial proposal must be submitted via email to [procurement@unssc.org](mailto:procurement@unssc.org). Non-compliant offers with the terms stated in this document and its annexes may be rejected without any evaluation.
6. Inquiries and clarifications concerning this RFP, along with changes or modifications to the proposals must be submitted before the deadline via email to [procurement@unssc.org](mailto:procurement@unssc.org).
7. **Please note that the Staff College has VAT exemption status and can provide documentation for same. Hence, your pricing should take this status into account and be presented net of VAT.**

## **ANNEX A – Terms of Reference**

### **Background and Context:**

UNSSC is the learning institution of reference for UN staff. We deliver learning programmes and provide a space for learning to UN staff at all levels, in all functions and locations. Governed by a Board chaired by the Chef de Cabinet of the Secretary-General, we are uniquely positioned above institutional silos and work in partnership with a wide array of UN entities, intergovernmental organizations, academic institutions, and civil society organizations. By fostering a common leadership and management culture as well as a shared understanding of the policy and operational challenges facing the UN, we help the UN system deliver for the 2030 Agenda.

UNSSC aims to provide learning solutions to support the development of core professional and managerial competencies of UN professionals.

### **Objectives:**

Under the supervision of a UNSSC staff member and in consultation with the Communications unit, the consultant will support various UNSSC internal teams in the editing and proofreading of various types of content including but not limited to:

- Annual Reports;
- Thematic reports;
- Publications;
- Handbooks and other course materials
- Online modules for Blue Line, a UNSSC learning platform
- Official Correspondence;
- Other UNSSC documents.

### **Duties and responsibilities:**

Under the supervision of UNSSC staff members, the consultant will be responsible for the following activities:

1. Perform a thorough edit of all text and graphs for structure, style, and consistency in line with the [UN editorial manual](#);
2. Ensure that the text is grammatically correct, logically structured and appropriate in language, tone, style and format for the intended audience;
3. Ensure stylistic consistency and clarity of expression, rewriting, where necessary, in keeping with the spirit of the original text to make certain that policies and messages are conveyed accurately
4. Proofreading all texts and footnotes reflecting UN jargon and vocabulary, syntax, expression and grammar;
5. Ensure that no typographical errors are left in the final text;
6. Conduct a quality check edit and proofread.

### **Deliverables/Expected outputs:**

For each assignment, the consultant shall deliver the final document in two versions: track changes and clean in the format provided by UNSSC, for example, \_Word, XLIFF, Articulate Rise 360 Review. The timeline for the implementation of each assignment under this RFP, shall be agreed in writing between UNSSC and the successful consultant(s).

### **Language:**

While the bulk of the content will be in English, UNSSC is looking for editors and proof-readers in all UN official languages: Arabic, Chinese, English, French, Russian and Spanish.

### **Location:**

The consultant(s) shall be home-based anywhere on the globe and be available to participate in meetings in the UNSSC working hours (9:00 – 17:00 CEST).

## ANNEX B – Terms and conditions to submit a proposal

### Submission of Proposals

Proposals must be submitted in English and shall be expressed in the form described in the table below:

<b>PRE-REQUISITE</b>	<u>Individual applicants</u>	<p>1) Please provide a <b>comprehensive CV or a P11 form</b> (UN CV form) clearly identifying the experiences that demonstrate expertise in editing and/or proof-reading services. The P11 form can be found at <a href="http://www.unssc.org/sites/unssc.org/files/p11un.doc">http://www.unssc.org/sites/unssc.org/files/p11un.doc</a></p> <p>2) Please provide a <b>motivation letter</b></p>
	<u>Companies</u>	<p>1) Please provide <b>company profile</b>, clearly identifying the experiences that demonstrate expertise in translation and/or interpretation.</p> <p>2) Please provide a <b>motivation letter</b></p>
<b>TECHNICAL PROPOSAL</b>	<ol style="list-style-type: none"> <li>1. 3 samples of editorial – proofreading work to demonstrate the quality of your work;</li> <li>2. 3 professional references;</li> <li>3. Certificates and Accreditation – if available.</li> <li>4. Qualification of key personnel (only for companies);</li> <li>5. Indication of the language(s) in which you intend to provide editing and proof-reading services.</li> </ol>	
<b>Financial Proposal</b>	<p>Specify an all-inclusive daily fee (based on a 7-hour working day, lunch time excluded). The daily fee must be all-inclusive and take into account various expenses that will be incurred during the contracts duration.</p>	

Proposers must provide all information required under this RFP and clearly and concisely respond to all points set out in this RFP. Any proposal which does not fully and comprehensively address this RFP may be rejected. However, unnecessarily elaborate brochures and other presentations beyond those sufficient to present complete and effective proposals, are not encouraged.

Following submission of the proposals and final evaluation, the Staff College will have the right to retain unsuccessful proposals. It is the proposer's responsibility to identify any information of a confidential or proprietary nature contained in its proposal, so that it may be handled accordingly.

### **NO COMMITMENT**

This RFP does not commit the UNSSC to consider any proposal, to award a contract or to pay any costs incurred in the preparation or submission of proposals, or any costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods.

The UNSSC reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of the Organization.

This RFP contains no contractual proposal or offer of any kind; any proposal submitted will be regarded as an offer by the proposer and not as an acceptance by the proposer of any proposal or offer by the UNSSC. No contractual relationship will exist except pursuant to a written contract document signed by the authorized official of the Staff College and by an authorized officer of the successful proposer(s).

### **Rejection of Proposals**

The UNSSC reserves the right to reject any proposals that, inter alia:

- i. are received after the deadline stipulated in the RFP;
- ii. are not properly marked or addressed as required in the RFP;
- iii. contain an alternate proposal; or
- iv. are not otherwise in compliance with the RFP.

### **Ethical Standards**

All UN vendors shall adhere to the highest ethical standards, both during the procurement process and throughout the performance of a contract.

### **Contract**

The UNSSC shall enter into long-terms agreements for editing and proof-reading services with the highest scoring proposers in accordance with Annex C on a non-exclusive basis. The expected duration of each contract is three years subject to satisfactory performance.

The award of the contract pursuant to the terms stated in this proposal, including its annexes, is subject to the United Nations General Conditions of Contracts (UNGCC). The applicable text of the UNGCC is available at the following address:

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachme nt/page/pdf/general\\_condition\\_services.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachme nt/page/pdf/general_condition_services.pdf)

Full acceptance of the UNGCC is a mandatory requirement for the award of the contract(s), non-acceptance of the UNGCC may result in the rejection of the proposal.

## ANNEX C - Evaluation Criteria

The proposals shall be evaluated in accordance with the criteria indicated in the table below.

<b>PRE-REQUISITE</b>	Fluency in English and at least in at least one of the UN Official languages.	
	Previous professional experience in editing, writing, proofreading, minimum 5 years.	
<b>TECHNICAL PROPOSAL</b>	Criterion A:  Relevance of experience in editing and proof-reading for learning and training activities, or in the topics of leadership and management, sustainable development and/or peace and security.	Max Score 20 points
	Criterion B:  Prior experience in writing, editing and proofreading of United Nations materials or materials of Member States or other international organizations	Max score 20 points
	Criterion C:  Quality of samples provided	Max score 20 points
	Criterion D: Fluency in another United Nations Official Language (fluency in one additional language 5 points, fluency in 2 additional languages 10 points)	Max score 10 points
<b>FINANCIAL PROPOSAL</b>		Max 30 points

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% (49 points) of the obtainable score of 70 points in the evaluation of the technical component.

Maximum 30 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e.  $S_f = 30 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the submission under consideration. The weight of the technical proposal is 70% and the weight of the financial proposal is 30%.