

Terms of Reference

Service Contract for a Copyeditor to support ReNoka, the national Programme for Integrated Catchment Management in Lesotho

1.1 Background

The Government of Lesotho, with support of international partners, has embarked on an ambitious national programme for Integrated Catchment Management (ICM). The European Union and the German Federal Ministry for Economic Cooperation and Development has commissioned GIZ to support the Government of Lesotho in the implementation of integrated catchment management. The support project aims to implement ICM in line with climate change adaptation principles that will rehabilitate degraded watersheds across the country and to put in place prevention measures that will halt the further degradation of Lesotho's catchment areas. The sustainable management of Lesotho's catchments are of critical importance for water, energy and food security not only in Lesotho itself but in the entire Orange-Senqu Basin and Gauteng Province, Southern Africa's economic centre. Target areas of implementation include policy harmonization; institutional development; building human capacities, skills and knowledge, implementation of watershed rehabilitation measures; and support for data and monitoring.

Implementation of the Integrated Catchment Management programme has begun, despite limitations of on the groundwork due to Covid-19. Whilst work is limited to virtual interaction, the programme continues to engage with partners in the development of communication and knowledge products that will serve to increase visibility of ICM as a project and to communicate to stakeholders nationally, regionally and internationally. ICM is therefore seeking to appoint an expert to copyedit all communication materials published by the programme.

1.2 Objective

The objective of the service contract is:

- Proofreading and copyediting of all programme publications (reports, studies, memoranda, factsheets and so on) before publication;
- The process for reviewing each document will consist at least of the following steps:

- Copyedit first draft and return with comments;
- Copyedit and proofread final draft – including a quality check, whether all comments have been incorporated;
- If requested: Layouting of the documents according to the design guide of the programme and layout requirements for the desired publication
- Review of final layout version and correction of layout if needed (following prior approval from GIZ).

Deliverables are to be submitted via email or file transfer to GIZ.

1.3 Timeframe

The intended timeframe for this assignment is between February 2021 and December 2022.

1.4 Scope of Work

The consultancy will include up to 120 working days over the contract period. Only the actual work provided can be invoiced to GIZ.

All documents for copyedit will be availed to the service provider as need arises. The service provider will;

Proofread the products (correction of surface errors, typos, grammar, spelling, punctuation, etc.);

Edit the products (language improvements, enhancement of overall quality of the text, its sharpness, consistency, clearness of expression and overall readability and appeal);

Timelines of each task will be determined and agreed upon between the ICM project focal person and the service provider.

1.5 Qualifications of the consultant

Qualifications and Experience

Education/training: University degree (Bachelor, Master) in communication or similar

Language: Excellent language skills in English

General professional experience: 10 years of professional experience in journalism, copywriting, or similar

Specific professional experience: 2 years' experience in the area of water resource management, climate change, or environmental issues

Soft skills

In addition to formal qualifications, the following skills are required of consultants:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

1.6 Deliverables and Quality of Products

All documents are to be returned to GIZ after the services are rendered in the agreed file format and in two versions: one print ready version and one version that indicates all changes made. The deliverables are considered final once GIZ has provided written approval.

1.7 Payment Modalities

In the financial offer, the contractor is requested to quote a price as follows:

- Daily rate (8 hours of work)

No other costs are foreseen, as the work is fully home-based.

The working days allocated to each document will be agreed beforehand between GIZ and the contractor (2,500-4,000 words per day, depending on text quality). Only the actual work provided can be invoiced to GIZ. The contractor is requested to submit a quarterly invoice (every 3 months) for the services provided in that quarter.

1.8 Legalities

All material submitted to the service provider as well as all deliverables and products linked to this assignment are the intellectual property of GIZ and shall be treated as strictly confidential.

1.9 Service Provider requirements

The service provider is to present the following with their submission.

- Proof of tertiary level degree in a relevant field
- proof of previous work done (work samples)
- an offer based on the TOR indicating the daily rate
- curriculum Vitae
- bank letter that clearly indicates: The bank account holder, account number and branch name
- tax clearance certificate

2 Place of Assignment

Lesotho/South Africa/ SADC.

3 Reporting

The GIZ Integrated Catchment Management Programme has contracted the service providers for external assistance. The service provider will report to the GIZ Programme Manager or a designate. The service provider shall submit an original invoice and payment will be effected following performance of services, submission of translated documents and acceptance of services performed.

The final deliverable must be submitted to GIZ by no later than the 31st of December 2022.

4 Other Provisions

The statutory levels of taxes – if relevant – shall be invoiced by the contractor and reimbursed by the GIZ in addition to the remuneration (Tax Invoice). GIZ shall not be held liable for any Taxes due to the Lesotho Revenue Authority and/or any other Tax Authority/ies. The onus is on the contractor to submit the Tax Returns and declare all Income/monies received from the GIZ to the Lesotho Revenue Authority and/or any other Tax Authority/ies.

5 Other requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than 25.01.2021, 23h00 all documents must be in PDF.
- Please do not mention any price for this measure on your cover letter/Technical proposal.
- Please submit your tax clearance certificate with the bidding documents.
- Please submit your price proposal in EURO currency, however the contract will be entered into using the ZAR currency.
- Our General Terms of Conditions (attached) shall not be changed/amended should you be the winner of this tender. These General Terms and Conditions will form part of the contract should you be awarded this contract. By submitting your proposal we will conclude that you have read and accepted these terms and conditions.
- The project is targeted for individuals.
- Bidders are not allowed to communicate directly with any other person regarding this bid other than the procurement official/s. Failure to comply with this requirement may lead to your bid being disqualified.