

Vacancy: LTA -02-01-2023

LONG-TERM AGREEMENT (LTA) FOR ON-CALL EDITORS

APPLICATION DEADLINE: 31 March 2023

TYPE OF CONTRACT: LONG TERM AGREEMENT (LTA)

SCOPE: Editing of documents, presentations and translations

ONE OF THE FOLLOWING LANGUAGES IS REQUIRED:

- English
- French

STARTING DATE: 1 May 2023

DURATION OF CONTRACT: THREE YEARS (initial contract is for one year)

1. Background

The United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC) provides Latin American and Caribbean Member States with technical assistance on disarmament, arms control and non-proliferation issues.

Adhering to the principle of multilingualism, UNLIREC's official working languages are English and Spanish, with engagement in French and Portuguese as necessary.

2. Duties and Responsibilities

The overall objective of Long-Term Agreement (LTA) contracts is to facilitate and expedite the process by which UNLIREC contracts editors to copyediting, stylistic and structural editing, and proofreading of documents, material, presentations, translations and publications. Materials often include technical and legal terminologies related to peace and security, arms control, disarmament, and non-proliferation. The assignments will be carried out as home-based desk work.

3. Scope of work

During the term of the LTA, the need for the following services is anticipated:

- Ensures that material adheres to established editorial standards and conforms with United Nations policies and practices¹, including on gender-inclusive language;
- Ensures that phraseology and terminology are used correctly and that the style is appropriate to the audience;

¹ <https://www.un.org/dgacm/en/content/editorial-manual>

- Edits for continuity, logical arrangement, completeness, relevance of material, readability, clarity of expression and internal consistency with previous UNLIREC documents and publications, as well as spelling, punctuation and grammar;
- Verifies the accuracy of references through research, reference sources and consultation; and
- Identifies unclear or ambiguous statements for consideration by the author or supervising editor.

UNLIREC will inform the contracted editor of the number of pages (number of words) to be edited, the original source format of the document (e.g., Word, PDF, Excel or PowerPoint), the format in which the document should be delivered, the deadline and any other special considerations.

The editor must ensure grammatical flow and structural coherence while also checking for consistency of style, format and layout. Copyediting translations will require the editor to ensure the use of appropriate terminology to accurately reflect the meaning of the original text.

The editor will keep the information to which they have access in complete confidence. Otherwise, UNLIREC will reserve the right to terminate the LTA without responsibility on its part, in accordance with its regulations. This provision will remain in effect after the expiration or termination of the LTA.

UNLIREC may request periodic meetings to ensure quality in the provision of the service.

After completion of each assignment, an invoice must be presented detailing the number of pages (number of words) translated.

4. Duration of the contract

This LTA is expected to have a duration of maximum three years. The initial contract is for one year (1 May 2023 to 30 April 2024) with an option for renewal in subsequent years upon satisfactory performance evaluation.

5. Duty Station and Travel

Duty station: Home-based.

Travel: No travel is required.

6. LTA Contracting and Call-off Mechanism

The LTA to be signed will include the estimated number of pages (and words to be edited) for an estimated period of one year; however, UNLIREC does not guarantee that any specific quantity of services will be purchased during the term of the LTA, as this will depend on forthcoming and evolving requirements. Once the LTA is signed, if there is a specific assignment, the UNLIREC focal point would contact the contracted editor according to a ranking established as part of the selection process. Should the editor not

be available for a given assignment, UNLIREC will offer the assignment to editors of progressively lower rank. UNLIREC also reserves the right to offer assignments directly to lower-ranking editors in possession of required language skills or specialized technical expertise.

Estimated number of pages to be edited in one year:

- English – up to 3,000 pages (approx. 400 words per page)
- French – up to 1,000 pages (approx. 400 words per page)

Upon being notified of a given assignment, the editor would confirm his/her availability to complete it. If availability is established, UNLIREC will send the editor a draft Individual Contract (IC) to formalize the requirements, products and/or services. The IC will include details about the assignment, such as the estimated number of pages to be edited and the format of the document. The price will be based on the fees included in the LTA contract. After the IC has been sent, no further costs will be reimbursed by UNLIREC in the absence of its prior written authorization.

Once the services are completed and have been approved by UNLIREC, the editor will send the following documentation for payment purposes: complete invoice indicating the total number of pages (words) edited.

Editors should review UNLIREC's previous publications as a reference to guarantee the accuracy and relevance of all translations. Furthermore, the United Nations Editorial Manual Online is intended to serve as an authoritative statement of the style to be followed in drafting, editing and reproducing United Nations documents, publications and other written material.

UNLIREC will regularly monitor the performance of these LTA holders, based on the following Key Performance Indicators (KPI):

- KP1: Responsiveness: Editor should respond and confirm their availability for an assignment within 2 days of UNLIREC's notification communication.
- KP2: Quality of output per work order submitted (documents are accurate, coherent, consistent, and appropriate for the target audience).
- KP3: Timely submission of edited documents.
- KP4: Accuracy of invoice payment documentation (correct quantities of pages edited, unit prices, etc.).
- KP5: Use of UN approved terminology and the UN's editorial guidelines.

UNLIREC conducts annual performance reviews of these LTAs, which might include meeting with LTA holders and collecting feedback from relevant UNLIREC staff members. If the editor fails to meet UNLIREC's performance requirements detailed above, s/he will receive in first instance, a communication requesting an improvement in performance. Continued failure to meet performance requirements may result in termination of the LTA.

7. Competencies

7.1 Functional Competencies

- Excellent writing skills (spelling, grammar and punctuation).
- Demonstrated accuracy and attention to detail.
- Ability to be flexible and respond to changes as part of review and feedback processes.
- Willingness to familiarize him/herself with specialized technical language.
- Ability to work independently.

7.1 Professionalism Competencies

- Knowledge of editorial policies and practices.
- Ability to exercise discretion and good judgement.
- Ability to cope with various types of assignments.
- Observing deadlines and achieving results
- Takes responsibility for incorporating the guidelines for gender-inclusive and disability-inclusive language.

7.2 Core Competencies

- Demonstrates integrity and ethical standards.
- Positive and constructive attitudes toward work; and
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

8. Required Skills and Experience

8.1 Education

- A bachelor's degree in languages, communications, journalism, languages or similar from a university or institution of equivalent status.
- Additional training or specialized courses in writing and editing is an advantage.

8.2 Experience

- At least five years of progressive and verifiable professional experience in proofreading and/or copyediting services is required.
- Experience in providing proofreading and/or copyediting services to international organizations, and/or embassies, is desirable.
- Demonstrable experience editing technical documents related to the following topics is an advantage:
 - Arms control
 - Disarmament
 - Non-proliferation
 - Peace and security.

- Experience editing communication documents (news, brochures, factsheets, presentations, etc.) is an advantage.
- Experience in editing legal documents is an advantage.

8.3 Languages

- Perfect written command of one of the required languages: *English (for editors in English) and French (for editors in French)*
- Additional knowledge of English, Spanish, French or Portuguese is desirable.
- Applicants' claim to knowledge of languages must be supported by relevant documentation to be attached to the application.

9. Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on the number of pages (approx. 400 words per page) mentioned in Item 6, in US Dollars, as well as the cost per page.

Payment will be made upon receipt of invoice per assignment, specifying the document(s) edited, the number of pages, and satisfactory completion of the task by UNLIREC.

10. Application documents

Interested candidates are required to submit the following documents:

- Letter of interest confirming availability
- UN Personal History Form (P11), including the contact details of three professional references.
- Financial Proposal
- Supporting documents as proof of knowledge of language(s) and/or examples as part of professional portfolio.

11. Evaluation Method and Criteria

Editors will be evaluated based on the cumulative analysis methodology, which includes three parts:

- PART A: Assessment of the application (e.g., education, language and experience). Only candidates attaining a minimum score of 42 points will be selected for a written assignment (PART B).
- PART B: Written assessment. Only shortlisted candidates obtaining the minimum score of 42 points in the written assessment will be considered for the interview (PART C).
- PART C: Interview. Only candidates obtaining the minimum score of 126 points in part A + B + C will be considered for the evaluation of the financial proposal.
- PART D: Evaluation of financial proposal.

The final score shall be computed as a ratio of Parts A plus B, plus C (70%) and Part C (30%), which will determine the ranking of candidates.

12. Technical Criteria for Evaluation

Applications will be evaluated on the following criteria:

	Proposal	Points	%
Technical Criteria	PRELIMINARY REVIEW: Verification of the required documentation on time and correct format: <ul style="list-style-type: none"> Letter of interest confirming availability UN Personal History Form (P11), including the contact details of two professional references; Financial Proposal 	Fulfill/ Does not fulfill	
	TECHNICAL CRITERIA	Points	70 %
	Technical Criteria Part A	60 points	
	Education	10 points	
	<ul style="list-style-type: none"> A bachelor's degree in languages, communications, journalism, languages or similar from a university or institution of equivalent status. Fulfill/ Does not fulfill		
	<ul style="list-style-type: none"> Additional training or specialized courses in writing and editing is an advantage. (up to 10 points)		
	Languages	15 points	
	<ul style="list-style-type: none"> Perfect written command of one of the required language: <i>English (for editors in English) and French (for editors in French)</i> Applicants' claim to knowledge of languages must be supported by relevant documentation to be attached to the application. Fulfill/ Does not fulfill		
	<ul style="list-style-type: none"> Additional knowledge of English, Spanish, French or Portuguese is desirable. (up to 15 points)		
	Experience	35 points	
	<ul style="list-style-type: none"> At least five years of progressive and verifiable professional experience in proofreading and/or copyediting services is required; Fulfill/ Does not fulfill		

	<ul style="list-style-type: none"> Experience in providing proofreading and/or copyediting services to international organizations, and/or embassies, is desirable: (3 points per 1-2 years' experience; 4 points per 3-4 years; 5 points per 5+ years). 		
	<ul style="list-style-type: none"> Demonstrable experience editing technical documents related to the following topics is an advantage. <ul style="list-style-type: none"> Arms control (5 points) Disarmament (5 points) Weapons of Mass Destruction (WMD) nonproliferation (5 point) Peace, security and/or disarmament (5points) 		
	<ul style="list-style-type: none"> Experience editing communication documents (news, brochures, factsheets, presentations, etc.) is an advantage. (up to 5 points). 		
	<ul style="list-style-type: none"> Experience in editioning legal documents is an advantage. (up to 5 points). 		
	Technical Criteria Part B	60 points	
	Written assignment	60 points	
	Successful candidates must complete a written assignment. Written assignments can receive up to a maximum of 60 points.		
	Technical Criteria Part C	60 points	
	Interview	60 points	
	The interview will be carried out by a panel (maximum of 60 points).		
	Subtotal Technical Criteria (Part A + B + C)	180 points	
	FINANCIAL PROPOSAL		30 %
	TOTAL		100%

13. Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications and send them to Human Resources (rrhh@unlirec.org)

no later than 31 March 2023. Please indicate in the subject the item for which you are applying.

- a) Brief letter of interest confirming interest and availability;
- b) UN Personal History Form (P11), including the contact details of three professional references; and
- c) Financial Proposal.

Incomplete proposals will not be considered. For any clarification regarding this assignment contact Human Resources (rrhh@unlirec.org), with the reference: **“Vacancy #LTA 02-01 2023 – EDITORS”**.

14. Additional Considerations

- Applications received after the closing date will not be considered.
- Qualified female candidates are strongly encouraged to apply.