Biennial Report Writer

Division: Communications

Project Title: Secretary-General’s Biennial Report

Start Date: ASAP

Project Duration: 60 working days

Closing Date: 27 October 2017 at 17:00 BST

Reports to: Publications Manager, Communications Division

Background

In implementing this assignment, it is crucial to convey a thorough understanding of the Commonwealth Secretariat, its programmes, funding and mandates. The report should equally reflect the organisation’s political and development work, and include both advocacy and technical outputs in the context of the Commonwealth Secretariat’s Strategic Plan 2014-2017.

The main focus of the report is to provide an account of the Secretariat’s outputs from the start of the budget year in July 2015 until the end of the budget year June 2017. It should also reflect organisational reform and may look forward to upcoming projects and initiatives.

The report’s principal audiences are the Commonwealth’s 52 Heads of Government, the Board of Governors, funding organisations, strategic partners, and the general public. The report should positively reflect the organisation’s work and demonstrate impact. It will be distributed ahead of the Commonwealth Heads of Government Meeting 2018.

For the first time, the biennial report will be produced as an online report (in the form of a microsite). In addition, a printed edition will be produced, which will reflect the content and design concept of the online edition.

Duties and Responsibilities

Under the overall guidance of the Director of Communications, and supervision of the Publications Manager, the consultant is responsible for researching and creating content for the online and printed reports. Results and data will be drawn from the Secretariat’s 2015/2016 and 2016/2017 Annual Results Reports (ARRs), which will be expanded by the consultant to create impact stories and case studies that contain examples reflecting all regions of the Commonwealth: Africa, the Americas, Europe, South Asia and the Pacific.
More specifically, the consultant will perform the following activities:

- Meet with the Secretariat’s Strategic Planning and Partnerships Division (SPPD) for an overarching review of achievements during the two-year period.
- Meet with Directors/lead persons in all Divisions and Units of the Secretariat to obtain an overview of their work.
- Review the Annual Results Reports (ARRs).
- Identify success stories and obtain relevant data from the ARRs.
- Produce the draft structure of the microsite.
- Once the structure of the microsite is approved, produce the draft content for each page of the site.
- Source at least 25 relevant photographs, and identify at least five areas of the text where infographics can be used to illustrate technical data.
- Review existing Secretariat video content and recommend those suitable for inclusion in the microsite.
- Produce the draft structure of the printed edition, based primarily on content from the microsite, but expanded for clarity and thoroughness where necessary.
- Once the structure of the printed edition is approved, produce the draft publication that will be around 96 pages (including photographs, charts, tables, graphics and appendixes).
- Write three suggested versions of the forewords that is suitable for both editions, from the Secretary-General to highlight the key outcomes detailed in the report.
- Compile a table of contents, appendices (where applicable) a list of acronyms and financial data, as required.
- Ensure at least two rounds of review/consultations with lead staff in Divisions or persons identified by the Director of Communications.
- Finalise the text of the editions by following up on the comments/questions provided in the process of review/consultations with stakeholders; provide follow up adjustment logs on each comment/question (indicating where exactly in the text the adjustment is made in response to each stakeholder’s comment/question).
- Ensure stylistic editing of the entire text to clarify meaning and ensure coherence and flow.
- Work with the Publication’s Manager and Design and Production Unit of the Secretariat to ensure the best final look of the printed edition.
- Work with the Web Manager of the Secretariat to ensure the best final look of the microsite.

Minimum required structure for the printed edition:

- Table of Contents
- Foreword
- Executive summary
- List of acronyms
- Introductory part - providing context and background (2 pages);
- Part 1:
- Part 2:
- Part 3: etc...
List for Deliverables/Payment schedule:

Payment 1 - 10%
- On signature of a final contract.

Payment 2 - 35%
- Draft structure of the microsite and printed edition with suggested number of webpages and text pages (submission deadline: by end of 1st week)
- Draft content for the microsite and printed edition (submission deadline: by end of 4th week)
- Source 25 unique and relevant photographs, at least 5 unique, informative infographics for the report (300 dpi for the actual size), and video content for the microsite (submission deadline: by end of 5th week)
- Three suggested versions of forewords to highlight the key findings and recommendations of the report (submission deadline: by end of 6th week)

Payment 3 - 50%
- Adjustments log following up on at least two rounds of review/consultations with stakeholders (submission deadline: by end of 8th week)
- Final text with stylistic editing of the entire text to clarify meaning, ensure coherence and flow, and refine the language of the report (submission deadline: by end of 11th week).

Payment 4 - 5%
- Advisory contribution made to the final design/layout of the publication (submission deadline: by end of 12th week)

Monitoring/Reporting requirements
- Work-progress reporting/monitoring meetings will be held with Consultant on regular basis. All activities of Consultant shall be discussed and agreed upon with the supervisor and the stakeholders. The Director of Communications will be the final authority to control the quality and evaluate the work.

Methodology
- Desk review of relevant materials available online, including publications and materials by relevant staff, international stakeholders and partners;
- Where relevant and realistic, interviews with relevant actors;
- Comments from stakeholders.

Competencies

Corporate competences:
- Demonstrates integrity and diplomacy;
• Promotes the vision, mission, and strategic goals of the Commonwealth Secretariat;
• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
• Fulfils all obligations to gender sensitivity.

Core competencies:
• Professionalism - Shows pride in work and achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
• Teamwork - Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, environment with sensitivity and respect for diversity, including gender balance;
• Communication - Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and respond appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience, demonstrates openness in sharing information and keeping people informed;
• Client orientation - considers all those to whom services are provided to be “clients” and seeks to see things from the clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identified clients’ needs and matches them to appropriate solutions; keeps clients informed of progress or setbacks during the implementation of an assignment;
• Demonstrated ability to analyse, plan, coordinate and monitor related activities.

Required Skills and Experience

Education:
• University degree (bachelor or above) in development, international relations or journalism.

Experience:
• Minimum of eight years’ relevant experience in journalism/communications or in a similar role;
• Proven experience (based on the best example provided) in producing deliverables similar to the assignment.
• Knowledge and experience in the use of standard office software (e.g. word processing, spreadsheets).

Language skills:
• Excellent fluency in spoken and written English is required.

Evaluation of Applicants
Individual contract applicants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants’ qualifications and financial proposal.

Technical Criteria - 70% of total evaluation - max. 70 points:
- Criteria A - University degree (bachelor or above) in relevant field as indicated in the Qualifications section - max. 5 points;
- Criteria B - Number of years of working experience in relevant field as indicated in the Qualifications section - max. 20 points;
- Criteria C - Proven experience (based on the best example provided) in producing deliverables similar to the one in this announcement - max 20 points;
- Criteria D - Assessment of quality of candidate's proposal consisting of two-page description of candidate’s vision on the process of achievement and structure of final deliverable - max. 25 points;

The award of the contract will be made to the applicant whose offer will have been evaluated and determined as:
- 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.

Technical Criteria weight: 70%
Financial Criteria weight: 30%

Only the highest ranked candidates who would be found qualified for the job will be considered for the Financial Evaluation.

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal and will equal to 30. All other price proposals will be evaluated and assigned points, as per below formula:
- 30 points [max points available for financial part] x [lowest of all evaluated offered prices among responsive offers] / [evaluated price].

Application Procedures
Qualified candidates are requested to apply. The application should contain:
- Cover letter explaining why you are the most suitable candidate for the advertised position.
- Most recent CV including past experience in similar projects and contact details of referees.
- Technical proposal on performing the offered assignment, consisting of a 500-word description of your vision on the process of implementation and structure of final deliverable.
- Extract from the best similar product produced by the incumbent (up to three pages of extract from the previously produced report).

Payment is based upon output, i.e. upon satisfactory delivery of the services in line with the List of Deliverables (specified above under the “Description of Responsibilities” section) confirmed in writing by the supervisor.