

## View Notice

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### Individual Consultancy - Professional Writer

Procurement Process : IC - Individual contractor

Office : Country Office - NIGERIA

Deadline : 11-Jul-22

Posted on : 28-Jun-22

Development Area : OTHER Other fund or type unknown

Reference Number : 92827

Link to Atlas Project :  
00031539 - DEVELOPMENT SUPPORT SERVICES

## Overview :

The United Nations Development Programme (UNDP) is the United Nations lead agency on international development and works in 170 countries and territories to eradicate poverty and reduce inequalities. The UNDP supports countries in developing policies, leadership skills, partnering abilities, institutional capacities, and support in building resilience to achieve the Sustainable Development Goals.

The Knowledge Hub, a unit established within the UNDP Nigeria Country Office, is purposed to enhance its ability to make timely and evidence-based interventions, particularly in areas of preventing and responding to violent extremism, conflict prevention and human security. A new type of 'development intelligence gathering', i.e. continuous monitoring and data collection, is crucial to inform UNDP's work for early warning, adjust interventions to maximize preventive efforts and initiate new thematic approaches. Trend analyses and ad-hoc policy briefs will also inform interventions of UNDP's development partners in this field. Through harnessing the potential offered by both old and new sources of data, it is UNDP's hope that the accuracy and precision of its development responses are increased and a strong foundation for meaningful public policy making, efficient resource allocation and effective public service delivery is created.

It is against this backdrop, that the Knowledge Hub seeks to engage the services of a Professional Writer to support the visibility of the Unit's work by creating vibrant and compelling stories/ reports based on UNDP's brand guidelines for a consistent and professional look.

## Application Instruction

Individual consultants interested in applying for this position must complete their application using the Template for **Offeror's Letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment**. The methodology, other documents and the Financial Proposal files **MUST BE COMPLETELY SEPARATE**. The financial proposal (**Offeror's Letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment**) shall be encrypted with different passwords and clearly labelled. Financial Proposal without password will be disqualified.

The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.

Follow link for submission of application: [UNDP Jobs Admin – job: \[Individual Consultancy - Professional Writer\] – 107538](#)

**Download forms here**

Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) Assignment - Click to download - <https://bit.ly/3Fy0d5V>