**Terms of Reference for editorial services for the SNV Annual Report 2021**

**Introduction**

SNV Netherlands Development Organisation is a not-for-profit international organisation working in Agriculture, Energy and WASH (Water, Sanitation and Hygiene) in more than 25 developing countries in Africa, Asia, and Latin America. In Uganda, our presence has spanned more than 30 years with donor-funded activities in over 100 districts, a country office in Kampala and regional offices in Fort Portal, Lira, Arua and Mbarara.

SNV provides technical assistance to leading public agencies and private sector businesses. This support gives rise to innovative and strategic solutions that drive growth and performance while creating jobs, improving access to essential services, and generating income. We aim for premium quality, deliberately focusing on three strategic sectors: agriculture, energy and water, sanitation, and hygiene (WASH). In everything we do, we aim to make a difference by implementing projects that create direct as well as indirect results and bring about systems change.

Each year SNV Uganda produces an external annual report for its partners, clients, and stakeholders to share the organisation’s work, successes and lessons learnt, as well as report on its financial performance. The report serves several purposes, which include information, profiling, and accountability.

SNV Uganda seeks to engage the services of a consultant to draft, review and edit the annual report (approximately 32 pages less the cover and back page) and copy editing the financial report (approximately 30 pages).

**Target audience**

The primary target audiences are:

* Ugandan national and local governments and clients for accountability
* Donors – both potential and existing ones
* Local partners to demonstrate SNV’s approach and for learning
* Ugandan and international development organisations and other partners for learning and knowledge development
* **The intended scope of services**

SNV is seeking the services of a professional writer/consultant to draft, review and edit the SNV Annual Report 2021 in a brief, simple, captivating

and easy to read format. The report will be structured in a magazine format, capturing project results and impact in the three sectors where SNV works. The consultant will be required to carry out desk review of the 2020 annual report as well as the 2022 corporate annual plan; brand passport to familiarise themselves with the SNV style of writing before taking on the task.

The annual report will consist of approximately 32 pages of text including quotes, brief case stories and project information. SNV will provide the required raw drafts to the consultant who will be required to present a refined structure and outline of how they intend to go about the scope of works prior to commencement.

The proposed scope of services for the consultant shall include, but not limited to:

* Review of the SNV Uganda Annual report 2020, SNV Corporate Annual Plan 2022 as well the SNV brand passport to familiarise themselves with the SNV house style
* Provide input to the structure and process of the report, including templates that can be used to collect information from the project teams. This should include any new ideas that they would like to be incorporated to the report
* Draft annual report using provided inputs from project teams, working closely with Country Communications
* Review/edit the report including quality of photography and layout, based on draft content shared
* Edit the Country Director’s foreword
* Copy edit the financial report

**Roles and responsibilities**

**SNV**

* All correspondences on this assignment shall be handled directly with SNV Country Communications
* On contracting, provide the relevant content for the report to the consultant
* Identify and provide all content, quotes for the content
* Review draft text and provide relevant feedback to the consultant

**Consultant**

* Draft, review and edit the annual report in a logical easy to read manner that is interesting for the public (approx. 32 pages minus photos)
* Edit the Country Director’s foreword
* Review the structure for the Annual Report and make suggestions on how to improve the layout
* Copy edit the financial report (approx. 30 pages)

**Duration of the assignment**

The consultant is expected to complete the assignment within **12-man days** from the date they receive the draft annual report (refer to schedule). This includes **two edits of the main report, copy editing of the financial report and review of the designed report.**

* **Qualifications**
* SNV is looking for a company/consultant with demonstrated experience in writing for international organisations (development work) in a vivid, simple, and captivating manner. Links to published work and referrals is mandatory.
* **How to apply**
* Interested company(s)/consultants are requested to submit their technical and financial proposals outlining relevant qualifications, showcasing experience relevant to this activity, a breakdown on proposed budget, a proposed planning and contact details of two references to ugandatenders@snv.org by **11 March 2022**. The email subject must read “**EOI for the writing of the SNV Annual Report**”. Successful company/ consultant should be available to commence the assignment by **22 March 2022**.

The Technical as well as the Financial Proposal should contain the following:

Your proposal should include:-

1. Company or consultant profile
2. Understanding of the scope of work (SNV will share the 2020 Uganda Annual Report as well  as the Corporate Annual Plan for 2022
3. Relevant experience and capability with respect to scope of work including links to  published works in these specific areas
4. An initial work plan, including timeframes
5. Initial ideas and suggestions
6. Profile of the consultant or entire team
7. A financial quotation based on the scope of services above
8. Relevant character references (**at least 3**)
9. Filled out **Basic due diligence framework** (Annex 1)
10. Relevant registration documents and valid trading licence/tax clearance certificate

**Assessment**

Applications will be reviewed by a team of SNV staff on these criteria using a weighted scoring sheet. Final decision, will be taken by the project team, taking final scores into considerations. Decisions are final and cannot be contested.

Applicants are advised that proposals will be evaluated using the following criteria:

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Maximum Score** |
| 1 | Initial ideas and suggestions on how to improve the structure of the 2021 report (SNV will share the 2020 Uganda Annual Report as well as the Corporate Annual Plan for 2022 to guide the review process) | 40 |
| 2 | Relevant experience and capability with respect to scope of work including links to published works in these specific areas | 40 |
| 3 | Profile of the consultant or entire team and submission of required mandatory documents | 10 |
| 4 | Budget | 10 |
|  | TOTAL | 100 |

**Annex 1 - Basic due diligence framework**

SNV Procurement Responsible staff must review this document and check for compatibility with their own (national) systems before issuing it to vendors or consultants to complete. SNV conducts due diligence on all consultants, vendors, and partners with whom we work as part of our commitment to our donors as well as to the delivery of quality services and programming. In this way, we aim to ensure the best use of the funds with which we are entrusted.

The data supplied in this due diligence framework will be validated by SNV through remote and/or physical checks. In accordance with SNV’s General Data Protection Regulation (GDPR) framework (which complies with the European Union’s GDPR 2018), the hardcopy and electronic data you provide will be kept secure and will only be used by SNV for programming and procurement purposes. Data will be kept for 10 years at which point it will be destroyed. By submitting your signed due diligence framework, you stipulate that you agree with this data use, storage, and protection.

Please complete the following form to the best of your ability. If you have any questions, please contact Operations Manager at SNV. Please provide copies of all attachments and documents that are requested in the form. If you are not able to provide relevant documentation, please provide a justification in the relevant section below.

**Part A – General information**

|  |  |
| --- | --- |
| Name of partner / vendor / consultant |  |
| Trading name (if different from above |  |
| Postal address |  |
| Physical location of business premises | Town: |
| Street: |
| Plot No. |
| Building name: |
| Floor: |
| Primary contact person | Name: |
| Mobile number: |
| Email: |
| Nature of organization (e.g. sole proprietorship, non-governmental organization, public limited company, partnership, etc.) |  |
| Name(s) of the proprietor, directors of partners and their nationality | |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Partner/vendor/consultant operations | Year established/registered: |
| Duration of operation: |
| Objectives, mandate, mission |
| Vendor/consultant registration no. and country of registration (attach copy) | Country of registration:  Number: |
| VAT registration no. (attach copy) | Number: |
| Tax identification number registration (attach copy) | Number: |
| Trade licence/business permit (attach copy) | Number: |

**Part B – Eligibility**

|  |  |  |
| --- | --- | --- |
| Do any of the following apply to your firm/company/organisation, or to (any of) the director(s)/partner(s)/proprietor(s) | | |
| Have you or your principals been the subject of legal proceedings for insolvency, bankruptcy, receivership, or your business activities suspended for related reasons? | *Yes / No* | *If yes, give details* |
| Have you or your principals been the subject of legal proceedings for insolvency, bankruptcy, receivership, or your business activities suspended for related reasons? | *Yes / No* | *If yes, give details* |
| Have you or your principals been the subject of legal proceedings for insolvency, bankruptcy, receivership, or your business activities suspended for related reasons? | *Yes / No* | *If yes, give details* |

**Part C – Conflict of interest   
Please provide answers to the following statements**:

|  |  |
| --- | --- |
| To the best of your knowledge, have you or any employee or staff member of your organisation or firm, ever been employed by SNV? | *Yes or No* |
| If yes, provide the name of the person in your organisation, and a description of the employment period, including job title, the duration of the employment period, the country of employment. | *Give details* |
| Is any employee or staff member of your firm, company or organisation related (by blood, marriage or otherwise) to any employee of SNV in insert name of country? | *Yes or No* |
| If yes, please provide the name of your staff and the name of the SNV staff member they are related to. State the nature of the relationship. | *Give details* |
| Are there any other potential conflicts of interest between you/your firm, company or organisation and SNV or any of its partners, staff, offices, contracted consultants or vendors? | *Yes or No* |
| If yes, please provide further information here. | *Give details* |

**Part D - Sworn statement**

Having provided the information, we hereby state:

That the information furnished in this form is accurate and true to the best of our knowledge. We enclose all the documents and information required for this due diligence check.

Date: ...................................................................................................

Represented by: ....................................................................................

Signature: ............................................................................................

Stamp / Seal ........................................................................................