UNITED NATIONS DEVELOPMENT PROGRAMME

CLARIFICATION #2

REF.: 18099 UNDP 2021 – Style Corrector Consultants for the Human Development Report for LAC 2021

Date: January 19th, 2021

The following inquiries have been received in relation to the above-mentioned process:

Question #1: I would like to know if you use a standard number of words per page. In general, the UN uses 350 words/per page. Do you use the same?

Answer to question #1: On average from 350 to 500 words per page, including graphic material (tables, figures, maps and boxes).

Question #2: Does the job entail editing materials written by a native speaker of English? In my experience, editing texts by non-native speakers or translations is much more time-consuming.

Answer to question #2: Materials are written by a team of mixed authors native and non-native English speakers.

Question #3: I would like to confirm that the editing will be done on word documents using the "track changes" function.

Answer to question #3: Correct Word documents in track changes and other editable formats for graphics, tables, etc.

Question #4: Should three references be supplied in addition to the two who write the letters of recommendation? Or can the two letter writers also act as references?

Answer to question #4: This point is mandatory in the preliminary section (Pass/Fail) please provide two recommendations letters of previous experience, according to the page 5 of the Invitation Document. About the (3) professional references please provide (name, e-mail, phone number), they will be contacted later.

End of the clarification