



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLE: Consultant for the production of a short video for local governance forum in Haiyang, China

AGENCY/PROJECT NAME: UNDP BRH, Governance and Peacebuilding Team

COUNTRY OF ASSIGNMENT: Home based and field missions to Haiyang (China)

A. Project Title

Asia forum on the role of local and urban governments in building Sustainable and resilient cities and rural areas

B. Project Description

Multiple and complex political, economic, development and environment challenges faced by countries around the world has brought to prominence the role of local (rural and urban) government. Cities are engines of economic growth in many countries. Local governments are critical actors in the implementation of global and national development agendas, including the sustainable development agenda. The local governments are also on the front line to respond to various emergencies caused by natural hazards. Local governments in both rural and urban areas face an imperative to develop stronger institutional capacities in order to strengthen both disaster risk reduction as well as preparedness to deal with climate risk.

Both disaster and climate risks are global but have specific local impacts. Local vulnerabilities need tailored responses close to the ground. The proximity of the local governments to the people allows them to understand challenges and develop innovative solutions to deliver services, manage local resources, create accessible spaces, and promote local economic growth.

Many local governments are frontrunners in addressing their capacity challenges and become trend-setters in developing resilience strategies, including climate resilient and low emission development strategies. For example, local and municipal governments are important actors in the National Adaptation Plans (NAP) process, and several cities are mainstreaming disaster and climate risk considerations into planning and budgeting through climate change adaptation plans and other adaptation strategies is a priority. In addition, local governments have also takes steps to address disaster risks, including those projected due to climate change.

Global Conference on the Role of Local Governments in Building Sustainable and Resilient Cities:

UNDP and Haiyang City Government, with other actors, want to facilitate exchange of best practices between local governments to address some of the common challenges in building sustainable and resilient cities.

As a first step to facilitating South-South exchange of knowledge and best practices, a global conference on the role of local governments (urban and rural) in building sustainable and resilient cities will be organized in Haiyang.

C. Scope of Work

The consultant will be responsible for the development and production of a short 5-10 min video (or 3 short individual videos), presenting how the city of Haiyang is addressing climate change, disaster risk reduction and/or pollution control. The video will be developed based on a research paper (case study) conducted by UNDP China. The video will allow the viewers to understand:

1. What was the problem?
2. How/why did the problem impact on local residents (and or local development)?
3. What has the local government done to respond to the problem?
4. What are the results from the local government's response? How has the response improved local resident's life (or the local development)?
5. What are the lessons learnt? How can such processes be improved? Etc.

D. Expected Outputs and Deliverables

Key deliverables and timelines:

1. One video comprising of 2 or 3 stories (or a video for each example that Haiyang will want to share). The video should include sceneries from Haiyang, short interviews with local resident and/or officials and few text, sub titles and key messages.
 - a. Beta version by 9 June 2017
 - b. Final version by 14 June 2017 (edited including comments from UNDP and Haiyang)

E. Institutional Arrangement

The consultant will work under the overall supervision of the Team leader, Poverty, Equity and Governance in the UNDP China and under the guidance of the Regional Programme Advisor on Local Governance and Decentralization in the UNDP Bangkok Regional Hub.

F. Duration of the Work

Duration

The period of the assignment will cover 15 working days between 29 May 2017. The product should be ready by 15 June 2017 at the latest.

Duty Station

This assignment is home-based and include 4 days of field missions to Haiyang (China)

G. Qualifications of the Successful Individual Contractor**Education:**

University Master degree in social sciences, international development, economics or other related field.

Experience:

- Experience producing high quality presentation products (Video presentations, Photo editing, Photo Presentations, etc).
- Strong technical skills developing Infographics, iconography, informational brochures, leaflets, project proposals, training materials,
- At least 5 years of relevant experience on operations, communication, social sciences, local governance, climate change, disaster risk reduction, urban planning, public administration reform
- Experience working in Asia and the Pacific, and in China in particular
- Ability to work under pressure and time constraint
- Good written and oral communication skills in English
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.)

H. Scope of Price Proposal and Schedule of Payments

The UNDP China CO and the Regional Programme Advisor on Local Governance and Decentralization (based in Bangkok) will review the quality of the deliverable and authorize payments based on an agreed deliverables indicated in the TOR.

Consultant must send a financial proposal based on Lump Sum Amount:

The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Deliverable 1 [Beta version of the video]: 50% of total contract amount
- Deliverable 2 [Revised and final version of the video]: 50% of total contract amount

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

I. Recommended Presentation of Offer

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability**, using the template provided in Annex III.
- **Personal P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate, and at least three (3) professional reference;
- **Financial Proposal** that indicates the daily rate/fee of the candidate, in USD.

J. Criteria for Selection of the Best Offer

The criteria which shall serve as basis for evaluating offers as follows;
Combined Scoring method – where the qualifications and methodology will be weighted a maximum 70%, and combined with the price offer which will be weighted a maximum of 30%

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1 Relevance of Education – Max 10 points
- Criteria 2 Special skills, Language, etc.- Max 10 Points
- Criteria 3 Relevance of experience in area of specialization (e.g. video production and communication material in relation to development, public administration, etc)– Max 20 points
- Criteria 4 Relevance of experience in key areas (e.g. Communication, info-graphs, design) – Max 20 points
- Criteria 5 Assessment of approach/methodology to assignment.(if applicable) – Max 10 Points

Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.

K. Annexes to the TOR

N/A

M. Approval

This TOR is approved by:

Signature

Date of Signing
