

Date: **14/8/2017**

Country: Bolivarian Republic of Venezuela**Description of the assignment:** *IC/042/2017/COORDINATION NNUU “ Sustainable Development Goals (SDGs) Communication Consultant”.***Project name:** *00098345 Resident Coordinator’s Office (RCO)***Period of assignment/services (if applicable):** *12 moths.*

Proposal should be submitted at the following address N/A or by email to **postulaciones.ven@undp.org** no later than **25 august 2017 at 6:00 pm, Official Time of the Bolivarian Republic of Venezuela (GMT: -4 Hrs.)**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Respond will be send in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The UN Resident Coordinator Office (RCO) aims to bring together the different UN agencies, funds and programs (AFP) that composed the UN System (UNS) in Venezuela to improve the efficiency and effectiveness of its activities and given cooperation under a perspective of synergy and coherence. The work of the RCO includes the design and development of joint communications, communication campaigns and event planning on behalf of the UN system.

Responding to the mandate given by the Member States to coordinate support among agencies, funds and programs in implementing the 2030 Agenda at country level, the UNS in Venezuela has adopted the Interagency Strategy to promote the 2030 Agenda, which includes communication activities to increase the understanding, awareness and engagement on the Sustainable Development Goals (SDG). The RCO must support the implementation of this strategy.

Under the guidance and direct supervision of the Coordination Analyst, the SDG Communication Consultant provides support to activities related to the promotion of the 2030 Agenda and the SDGs, under the UN Communication Group work plan and joint UN communications activities. Specifically, the position focuses on effective communication of the 2030 Agenda in support of the localization and

implementation of the SDGs. The Communication Assistant promotes a client-oriented approach in UN and contributes to regular activities in the RCO.

The Communications Consultant works in close collaboration with the RCO staff, the UN Communication Group (UNCG) members, the representative's assistants of the AFP and other interagency groups, as required.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Communication consultant will contribute to enhance the public awareness on the UN system mandates and its role implementing the 2030 agenda.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

University advanced degree in Communication, Journalism or a related field, preferably with postgraduate studies.

II. Years of experience:

At least 5 of relevant professional work experience in communications, journalism, copy-writing, editing experience.

Experience and familiarity with UN procedures is a strong asset.

Adequate computer and IT skills and Experience in photography and design of photo essays -.

III. Languages

Good skills on Writing and speaking in English

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV, which must include the qualifications, experience and detailed expertise.

4. P.11 form filled.

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) 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 points*

** Financial Criteria weight. 30 points*

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

6.1 EVALUATION

For the evaluation of the proposals, the cumulative method of analysis will be applied, with which a total score is obtained on the combination of weighted technical and financial attributes, namely:

Technical Evaluation (ET) – 70%	Punt. Maximum
a) Academic qualification and experience of the consultant (a)	85
b) Technical proposal to develop the products requested in the TOR	15
<u>Total Technical Score Maximum</u>	<u>100</u>
<u>Minimum Score for Technical Qualification</u>	<u>70</u>
Evaluación Económica (EE) – 30%	Punt. Maximum
c) Lowest economic bid that technically qualifies	30

Technical Evaluation

The evaluation team will review and evaluate the Technical Proposals and the characteristics of the proposer based on the proponent's ability to respond to the Terms of Reference. A technical score will be assigned to each acceptable proposal. The following are detailed the aspects to be evaluated and the scores to be assigned:

TECHNICAL EVALUATION (ET) - 70%	MAXIMUM SCORE
Academic training	20
University advanced degree in Communication, Journalism or a related field.	15
Postgraduate in Communication, journalism or a related field.	5

• Postgraduate: 3 points	
• Masters: 5	
At least 5 of relevant professional work experience in communications, journalism, copy-writing, editing experience.	20
De 5-6 years: 15 points	
More than 7 years of experience: 20 points	
Experience and familiarity with UN procedures is a strong asset.	15
5 to 10 years: 12 points	
More than 10 years: 15 points	
Adequate computer and IT skills and Experience in photography and design of photo essays -.	15
3-5 years: 10 points	
More than 5 years: 15 points	
Good skills on Writing and speaking in English	15
Write, read and speak fluently	
Technical proposal: Methodology and work plan proposed in response to terms of reference	15
Correspondence of the proposal with the TDR.	
• Weak: 0	
• Acceptable: 12	
• Outstanding: 15	
TOTAL	100

Technical Assessment Score (ET)

Score PT = (Total score obtained by the offer / Maximum score obtainable by PT) x 100.

1.2 Economic Evaluation

Once the technical evaluation process is completed, the economic proposals will be reviewed for those applications that have reached at least 70 points in the Technical Evaluation.

Economic Assessment Score (EE)

Score EE = (Lowest price offered / Offer price analyzed) x 100.

Combined evaluation of proposals

The technical proposals and economic proposals received will be evaluated based on compliance with technical criteria and presentation of the best economic proposal.

The economic proposal is equivalent to 30% of the total overall score and the technical proposal is equivalent to 70% of the overall overall score. The overall score will be based on a combination of the technical score and the financial offer, as follows:

Total combined score

$(ET \text{ score} \times 70\%) + (EE \text{ score} \times 30\%) = \text{Total score combined}$

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT.

ANNEX 4. P11 FORM