



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**Date: 4<sup>th</sup> September 2017**

### **Description of the assignment:**

The consultant will further develop and implement the communications strategy for UNHCR-UNDP Joint Secretariat and UNDP Sub-Regional Response Facility's upcoming research study on "Development of evidence-based policy options and frameworks for the accommodation of refugees in countries affected by the Syria crisis"

<b>Post Title:</b>	Communications Consultant (International consultant)
<b>Starting Date:</b>	17 September 2017
<b>Duration:</b>	70 working days (until 31 December 2017)
<b>Location:</b>	Amman, Jordan
<b>Project:</b>	UNHCR-UNDP Joint Secretariat activities and UNDP-RDPP Partnership "Development of evidence-based policy options and frameworks for the accommodation of refugees in countries affected by the Syria crisis"

### **CONTEXT/BACKGROUND**

#### **Background**

Seven years of crisis have left the region in dire need. Since 2011, over 250,000 people have lost their lives in Syria, and millions have been forced to find refuge wherever they can inside Syria and in neighbouring countries. Vital infrastructure has been destroyed, leaving millions without water, electricity or sanitation. Schools have become makeshift shelters and health facilities and health workers have become targets. The Syrian economy is in a tailspin – having lost an estimated \$150 billion in four years; neighbouring countries and host communities are struggling to cope with the massive flow of refugees.

The Syria crisis is not only a humanitarian crisis – it is also a human development crisis. We have already seen Syria fall from a middle-income country to one with 83 percent poverty. It is estimated that two-thirds of Syrians are living in extreme poverty and most livelihoods have been disrupted.

Vulnerable in their own respect, neighbouring countries are severely strained, with development imperiled, unemployment on the rise and increasing competition for scarce resources including water and access to school and health services.

The launch of the Regional Refugee and Resilience Plan (3RP) 2015-2016 is a major milestone for the UN system. It represents a collective effort from the international community, NGOs and UN agencies. UNHCR and UNDP have taken a leading role in co-chairing this initiative in an unprecedented UN integrated response for the five countries affected by the Syrian crisis. Indeed, in Jordan, Lebanon, Egypt, Iraq and Turkey, humanitarian and non-humanitarian support is provided through different mechanisms and aid architecture systems. The Sub-Regional Response Facility (SRF) is helping develop a resilience-based development response, to improve sub-regional coordination, enhance cost-effectiveness, and harmonize a comprehensive, multi-country response under the leadership of the governments of Syria's neighbours – Turkey, Lebanon, Jordan, Iraq, and Egypt.

The SRF is currently implementing UNHCR-UNDP Joint Secretariat programme and regional partnership with Regional Development and Protection Programme (RDPP) to support host governments in the development of evidence-based policy options and frameworks to better address the Syrian refugee influx on their fiscal space, social fabric and economics.

### **Project Description**

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### **Scope of work and deliverables:**

Under the Supervision of the Policy and Crisis-Coordination Specialist, the consultant will be responsible for planning and implementing upcoming UNHCR-UNDP Joint Secretariat activities, and to further develop and implement the communications strategy for UNDP SRF's research study on "Development of evidence-based policy options and frameworks for the accommodation of refugees in countries affected by the Syria crisis".

### **Deliverables and results:**

- Prepare and execute a communications strategy to raise maximum awareness and public engagement with upcoming UNHCR-UNDP Joint Secretariat activities, including the UNHCR-UNDP Joint Secretariat Compendium II Launch; Innovation4Crisis events; and 3RP Regional Livelihoods Initiative activities.
- Review and finalize the UNDP-RDPP Partnership Communications Strategy and produce a comprehensive internal communications agenda; coordinate with SRF staff, consultants, and RDPP staff to identify and articulate key messages for each stage of the project;

- Attend the UNDP-RDPP inception workshop, the Jordan, Lebanon, and Iraq country consultations, and cross-regional consultations to document and promote understanding and awareness of outputs;
- Arrange UNDP-RDPP country and cross-regional consultation press briefings;
- Draft and disseminate press releases for Joint Secretariat and UNDP-RDPP activities;
- Launch and manage the Joint Secretariat and UNDP-RDPP social media campaign, including weekly social media outputs;
- Produce 3 project newsletters for the Joint Secretariat and 3 for the UNDP-RDPP Partnership;
- Produce UNDP-RDPP project brochures;
- Arrange the publication of 3 op-ed pieces regionally and internationally related to the findings of the UNDP-RDPP.

<b>Deliverables/Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>	<b>Payment Schedule</b>
<p><b><u>Deliverable 1:</u></b></p> <p>Prepare communications strategy for UNHCR-UNDP Joint Secretariat Activities; Review and revise the UNDP-RDPP Communications Strategy including internal communications agenda; Provide coverage of Inception Report Workshop, producing press release and website/social media outputs</p>	15 working days	5 October-17	Michael Moroz, Policy & Crisis Coordination Specialist	25%
<p><b><u>Deliverable 2:</u></b></p> <p>Provide coverage of Compendium Launch, I3C Workshops, UNDP-RDPP Jordan, Lebanon, and Iraq country consultations, to inform production of agreed outputs</p>	25 working days	26-Nov-17	Michael Moroz, Policy & Crisis Coordination Specialist	35%
<p><b><u>Deliverable 4:</u></b></p>	30 working days	31-Dec-17	Michael Moroz, Policy & Crisis	40%

Provide coverage of cross-regional consultations; launch and manage the UNHCR-UNDP Joint Secretariat and UNDP-RDPP social media campaign; produce 6 project newsletters; produce UNDP-RDPP project brochures; arrange publication of op-eds.			Coordination Specialist	
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## TRAVEL PLAN

Part of this assignment will require the expert to travel to Jordan, Geneva, Lebanon, Iraq, and a GCC state (most likely UAE) with the preliminary travel plan/schedule hereunder.

Any change to the preliminary travel plan/schedule hereunder, in such cases, UNDP will cover travel costs in accordance with corporate regulations and rules

Country	Duration	Number of missions	Number of days at each destination	No. of round economy tickets
Home-Amman-Home	4 months	1	58 days excluding travel days	1
Amman-Geneva-Amman	3 days	1	3 days excluding travel days	1
Amman-Beirut-Amman	3 days	1	3 days excluding travel days	1
Amman-Erbil-Amman	3 days	1	3 days excluding travel days	1
Amman – Dubai - Amman	3 days	1	3 days excluding travel days	1

All envisaged travel costs must be included in the financial proposal.

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

## **EXPERIENCE AND QUALIFICATIONS REQUIREMENTS**

### **Education:**

- ☐ Master's degree in media relations, journalism, development studies, international relations or related studies.

### **Professional Experience:**

- ☐ At least 3 years of relevant work experience with a proven professional record in the field of media and communications, with media channels and online communications platforms.
- ☐ Experience in the usage of media technology, social media for public information/advocacy, and good knowledge and experience in handling of web-based management systems;
- ☐ Experience at the national or international level in public relations, communications or advocacy would be desirable but not a requirement;
- ☐ Prior experience working on humanitarian and/or development issues is a strong advantage;
- ☐ Experience working in the Middle East;
- ☐ Experience in graphic design and desktop publishing;
- ☐ Experience using Adobe Creative Suite is a strong advantage.

### **Language Skills:**

- ☐ Fluency in English and Arabic, Turkish language is an advantage

## **COMPETENCIES**

### **Corporate competencies**

- ☐ Demonstrates integrity by modelling the UN's values and ethical standards
- ☐ Promotes the vision, mission, and strategic goals of the United Nations
- ☐ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- ☐ Treats all people fairly without favoritism

### **Functional Competencies**

- ☐ Strong knowledge of development and humanitarian issues;
- ☐ Ability to advocate and articulate clear messages;
- ☐ Ability to work in a high pressure work environment with frequent urgent deadlines;
- ☐ High level logical and methodical organizational skills;
- ☐ Focuses on impact and result for the client;
- ☐ Interacts effectively with a diversity of stakeholders;
- ☐ Consistently approaches work with energy and a positive, constructive attitude;
- ☐ Builds strong relationships with clients and external actors;
- ☐ Demonstrates openness to change;
- ☐ Responds positively to critical feedback and differing points of view.

### **Management and Leadership**

- ☐ Focuses on impact and result for the client
- ☐ Interacts effectively with all levels of the organization
- ☐ Consistently approaches work with energy and a positive, constructive attitude
- ☐ Builds strong relationships with clients and external actors

- ☐ Demonstrates exceptional ability to remain calm, in control and good humored even under pressure and tight deadlines
- ☐ Demonstrates openness to change
- ☐ Responds positively to critical feedback and differing points of view

#### **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or 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 references;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the table given in section D. template provided.

All necessary information including: Complete Procurement Notice, The Selection Criteria, and Annexes are found on the following link under Procurement <http://procurement-notice.undp.org/>

**Interested candidate shall apply the CV/P11 to Job advertisement website, hence consultant should submit to email: [Proc.contract.rscjo@undp.org](mailto:Proc.contract.rscjo@undp.org) : not later than Sunday 11 September the following documents:**

- **CV/P11**
- **Confirm availability and financial proposal**
- **Brief description of why you consider yourself as the most suitable for the assignment**

#### **FINANCIAL PROPOSAL**

**Interested candidates should provide lump sum fees for requested services with detailed breakdown** (consultancy fees, round travel tickets, travel cost, living allowances during the missions., etc.) as per travel plan above

#### **EVALUATION**

Individual consultants will be evaluated based on the following methodologies:

##### **Step I: Screening and desk review:**

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum criteria will progress to the pool for shortlisting:

- ☐ Masters degree in media relations, journalism, development studies, international relations or related studies;
- ☐ At least 3 years of relevant work experience with a proven professional record in working in the field of media and communications, with media channels and online communications platforms;
- ☐ Fluency in English and Arabic.

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria.

**Evaluation of Candidates** (max 100 points):

- ☐ At least 3 years of relevant work experience with a proven professional record in working in the field of media and communications, with media channels and online communications platforms; 20%
- ☐ Experience in the usage of media technology and social media for public information/advocacy, and good knowledge and experience in handling of web-based management systems; 20%
- ☐ Experience at the national or international level in public relations, communications or advocacy would be desirable but not a requirement; 20%
- ☐ Prior experience working with humanitarian and/or development issues is an advantage but not a requirement; 20%
- ☐ Experience working in the Middle East; 20%.

**Step II: Final evaluation**

The final evaluation will combine the scores of desk review and financial proposal with the following weights assigned to each:

- ☐ Shortlisting: 70%;
- ☐ Financial proposal: 30%