

Terms of reference



Empowered lives.
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GENERAL INFORMATION

Title: Support Specialist to the Communications Unit Head – national position

Project Name: Communications Unit UNDP

Reports to: Communications Unit Head

Duty Station: Jakarta

Expected Places of Travel (if applicable): N/A

Duration of Assignment: From 1 December 2017 to: 31 May 2018

REQUIRED DOCUMENT FROM HIRING UNIT

V	TERMS OF REFERENCE
(3)	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select : (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor CATEGORY OF INTERNATIONAL CONSULTANT , please select : (6) Junior Specialist (7) Specialist (8) Senior Specialist
V	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

V	P11
V	Copy of education certificate
V	Completed financial proposal
V	Sample of writing in the area of human development

Need for presence of IC consultant in office:

☐ partial (explain)

☐ intermittent (explain)

✓ full time/office based

Provision of Support Services:

Office space: Yes

Equipment (laptop etc): Yes

Secretarial Services No

If yes has been checked, indicate here who will be responsible for providing the support services: Tina Kardjono

I. BACKGROUND

The United Nations Development Programme (UNDP) partners with people at all levels of society to help build nations that can withstand crisis, advance resilience, and drive and sustain the kind of growth that improves the quality of life for everyone.

Indonesia is a middle-income country with significant development challenges. With strong but unequally spread economic growth, recurrent national disasters, and a changing donor environment, there is a need to find new solutions for social and other challenges to sustain inclusive human development in Indonesia. UNDP as a UN agency with broad mandate are both closely involved in a very wide range of activities to meet development challenges in Indonesia in close collaboration with the Government.

UNDP Communications Unit consists of a small team of Communications Specialist, a Communications Associate, a translator and a graphic designer. The unit works in close contact with other UNDP programme units to develop outreach materials for communities, broadcast and campaign UNDP's activities, and other actions to promote UNDP in Indonesia.

The Communications Officer is to support UNDP and is expected to meet UNDP's commitments to the Government of Indonesia and communities.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

- *Draft written speeches, presentation slides, op-eds, and other communication materials for UNDP Country Director;*
- *Draft media advisory, press releases and other communication materials;*
- *Prepare media gathering/interviews;*
- *Keeping updated data on media partners;*
- *Finding information about UNDP in the news (TV, newspapers online and printed);*
- *Taking photos/short video at UNDP's events if requested;*
- *Cluster photos and articles in UNDP's google drive space;*
- *Support the Communications Specialist to collect data and information on a project;*
- *Maintain UNDP's social media presence (Twitter, Instagram, Line, Facebook);*
- *Keeping UNDP's website updated by adding information, deleting obsolete information, write and proof-read blogs;*
- *Concept and realize UNDP's brochures, leaflets, and other knowledge products;*
- *Submit articles/features about UNDP initiatives in Indonesia to local and international media;*

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and approval required.
<i>1st payment will be made upon submission of report for the month of December 2017 to the Unit Head on written speeches/presentation slides/op-eds/communications materials/press releases/media advisories (if any), approved concept of brochures/printed materials, collection of information about UNDP in the news, arrangement of media gathering/interviews, submission of UNDP articles/features to the media; updated UNDP social media and website, photos/video taken at event/s, clustered photos/news in UNDP's storage (Google Drives).</i>	20	31/12/2017	Approved and reviewed by Unit Head.
<i>2nd payment will be made upon submission of report for the month of January 2018 to the Unit Head on written speeches/presentation slides/op-eds/communications materials/press releases/media advisories (if any), approved concept of brochures/printed materials, collection of information about UNDP in the news, arrangement of media gathering/interviews, submission of UNDP articles/features to the media; updated UNDP social media and website, photos/video taken at event/s, clustered photos/news in UNDP's storage (Google Drives).</i>	20	31/01/2018	Approved and reviewed by Unit Head.
<i>3rd payment will be made upon submission of report for the month of February 2018 to the Unit Head on written speeches/presentation slides/op-eds/communications materials/press releases/media advisories (if any), approved concept of brochures/printed materials, collection of information about UNDP in the news, arrangement of media gathering/interviews, submission of UNDP articles/features to the media; updated UNDP social media and website, photos/video taken at event/s, clustered photos/news in UNDP's storage (Google Drives).</i>	20	28/02/2017	Approved and reviewed by Unit Head.
<i>4th payment will be made upon submission of report for the month of March 2018 to the Unit Head on written speeches/presentation slides/op-eds/communications materials/press</i>	20	31/03/2018	Approved and reviewed by Unit Head.

<i>releases/media advisories (if any), approved concept of brochures/printed materials, collection of information about UNDP in the news, arrangement of media gathering/interviews, submission of UNDP articles/features to the media; updated UNDP social media and website, photos/video taken at event/s, clustered photos/news in UNDP's storage (Google Drives).</i>			
<i>5th payment will be made upon submission of report for the month of April 2018 to the Unit Head on written speeches/presentation slides/op-eds/communications materials/press releases/media advisories (if any), approved concept of brochures/printed materials, collection of information about UNDP in the news, arrangement of media gathering/interviews, submission of UNDP articles/features to the media; updated UNDP social media and website, photos/video taken at event/s, clustered photos/news in UNDP's storage (Google Drives).</i>	20	30/04/2018	Approved and reviewed by Unit Head.
<i>6th payment will be made upon submission of report for the month of May 2018 to the Unit Head on written speeches/presentation slides/op-eds/communications materials/press releases/media advisories (if any), approved concept of brochures/printed materials, collection of information about UNDP in the news, arrangement of media gathering/interviews, submission of UNDP articles/features to the media; updated UNDP social media and website, photos/video taken at event/s, clustered photos/news in UNDP's storage (Google Drives).</i>	20	31/05/2018	Approved and reviewed by Unit Head.

III. WORKING ARRANGEMENTS

Institutional Arrangement:

- *The Consultant will work under the supervisory of Communications Unit Head*
- *The Consultant will work liaise with other staff members of Communications Unit and/or other units at UNDP in order to achieve his/her assignments;*
- *The Consultant is expected to liaise/interact with other agencies, donors, partners, communities, local government units;*
- *The Consultant will interact with media partners;*

Duration of the Work: 120 working days for period of 6 months (1 December 2017 – 31 May 2018)

Duty Station: Jakarta

Travel Plan: N/A

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- *Minimum bachelor degree in Communications, Public Relations, Journalism/Media Studies, Social Politics, International Relation or other social science fields;*

Years of experience:

- *Minimum 2-year experience in Public Relations, Communications / Media field;*
- *Experience in human development field is an advantage;*
- *Experience in working with social media platform;*
- *Excellent writing skills in the area of human development;*
- *Fluency in English, both written and spoken.*

III. Competencies and special skills requirement:

- *Integrity and professionalism;*
- *Demonstrate expertise in area of specialty;*
- *Willingness to accept wide responsibilities and ability to work independently under minimum supervision;*
- *Ability to manage a large volume of work in an efficient and timely manners, ability to establish priorities; ability to work under pressure with conflicting deadlines, and ability to handle multiple concurrent projects/activities;*
- *Ability to operate in compliance with organizational rules and regulations;*
- *Effective organizational and problem-solving skills;*
- *Commitment and willingness to learn new skills and adaptive to changes in work environment;*
- *Team-work and respect for diversity.*

V. EVALUATION METHOD AND CRITERIA		
Individual consultants will be evaluated based on the following methodologies:		
<u>1. Lowest price and technically compliant offer</u>		
When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:		
a) responsive/compliant/acceptable, and		
Criteria	Weight	Maximum Point
<u>Technical</u>	70%	100
<ul style="list-style-type: none"> • Criteria A: qualification requirements as per TOR: <ol style="list-style-type: none"> 1. Min. Bachelor Degree in Communications, Public Relations, Journalism/media studies, social politics; international relation or other social science fields. 2. Minimum 2 years in experience in Public Relations, Communications, media fields; and working in social media platform. 3. Writing skills in area of human development. 4. Adequacy of Competencies for the Assignment. 5. Fluency in English, written/spoken. 		10 20 15 15 10
<ul style="list-style-type: none"> • Criteria B: Brief Description of Approach to Assignment <ol style="list-style-type: none"> 1.Understands the task and applies appropriate methodology 2. Important aspects of the task addressed clearly and in sufficient detail 	20%	10 10
<ul style="list-style-type: none"> • Criteria C: Further Assessment by Interview 	10%	10
b) offering the lowest price/cost		
“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.		
<u>2. Cumulative analysis</u>		
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%*

** Financial Criteria weight: 30%*

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