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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference: PN/FJI-001-18

Consultancy Title: Pacific SDG Communications Consultant

Project Name: Regional SDG Project

Period of assignment: 120 working days. (26 Feb 2018 to 26 Feb 2019)

Duty Station: Home based with travel to Pacific Island countries to conduct in-country consultations with key stakeholders.

Consultancy Proposal should be mailed to C/- UNDP Fiji MCO, Private Mail Bag, Suva, Fiji or sent via email to etenderbox.pacific@undp.org no later than **19th Feb, 2018 (Fiji Time)** clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to procurement.fj@undp.org. UNDP will respond 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. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. **Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.**

1. BACKGROUND

The new 2030 Global Agenda known as the Sustainable Development Goals (SDGs) was adopted at the UN General Assembly by member states in September 2015. The SDGs will carry on the “unfinished business” of the MDGs and integrate the social, economic and environmental dimensions of sustainable development which were adopted as the Sustainable Development Goals during the final MDG summit in September this year. The SDGs are considered to be more comprehensive than the MDGs in that they are:

- **Integrative** – simultaneously addressing the three pillars of sustainable development and recognizing the interlinkage with governance and peace.
- **Universal** – applicable also to developed countries, beyond the means of implementation, while still also giving special recognition to the challenges faced by developing countries, and particular LDCs
- **Inclusive** – designed to reach the most marginalized and poorest of the poor “leave no one behind”
- **Dynamic** - Taking up new challenges that have arisen since the millennium, such as climate change, inequality, etc.

With 17 Goals and 169 Targets and 231 indicators, the SDGs will place enormous responsibilities on Government planners, policy makers, statisticians and implementing agencies in the Pacific to plan, implement, monitor and report. Capacity building support to Pacific Island Countries in terms Results Based Planning, Policy Formulation & Implementation and monitoring for Sustainable Development is needed.

While the Sustainable Development Goals (SDGs) are universally applicable, “each government will also decide how these aspirational and global targets should be incorporated in national planning processes, policies, and strategies.”

2. SCOPE OF WORK

Scope of work/Expected Output

1. UNDP Support to Pacific Countries

While Pacific Island Countries will lead in the design and implementation of its SDG-related activities, UNDP is committed to supporting the Pacific Government with the SDG localization and implementation process and the sharing of innovations and lessons being learned at the country and regional level.

2. Role of the SDG Communications consultant:

The SDG Communications consultant will support the UNDP Pacific Office Inclusive Growth Team to strengthen awareness, advocacy and tracking of the SDGs within Pacific Island Countries, Regional Development Partners and Donors.

- Support in-country SDG localisation through improved communications and stakeholder engagement;
- Support awareness and engagement on the Regional Roadmap for SDG implementation;
- Support awareness and engagement on the Regional Roadmap for SDG implementation;
- Support SDG localisation and implementation through improved reporting i.e. National Annual Development Reports, SDG Voluntary National Reports, etc.
- Knowledge Sharing and Promotion of UNDP Pacific Office's work on SDG Implementation in the Pacific at country level as well as Regional level.
- Identify mechanisms for promoting knowledge sharing on SDG challenges, solutions and implementation among Pacific Island Country and other SIDS SDG practitioners in line with the vision and implementation of the SAMOA Pathway outcome document.
- Support to RC office to promote UNDP and the UN's work with countries to support SDG implementation

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

Qualifications:

- A Master's degree or equivalent in Communications, Political Science, Development Studies, Economics, Social Studies or related fields ;

Experience:

- At least 10 years of relevant hands-on experience at sector, national or international levels in developing and implementing comprehensive communication strategies;
- Relevant working experience in within the Pacific Region;
- Ability and maturity to relate to and work confidentially with officials at the highest levels in government, private sector and NGOs and advocate for change; and
- Cultural and gender sensitivity and ability to actively promote gender equity in all aspects of professional work.
- Coherent costed Work plan and methodology relating to the achievement of the specific tasks and stated deliverables of the consultancy

- Experience in MDG/SDG awareness raising and advocacy at national level and/or sub-national level within PICs
- Experience in developing and implementing comprehensive communication strategies for all stakeholders at national level and community level in PICs
- Experience in promote the UN's work with countries to support SDG implementation within the Pacific Region

Language Requirements:

- Fluency in written and spoken English is essential;

Institutional Arrangement

Supervision/Reporting: The IC will report directly to Inclusive Growth Deputy Team Leader of the UNDP Pacific Office in Suva Fiji.

4. EVALUATION CRITERIA

Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

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

- responsive/compliant/acceptable, and
- having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Evaluation Criteria

| | Points | Percentage |
|--|--------|------------|
| Qualifications | | 5% |
| A Master's degree or equivalent in Communications, Political Science, Development Studies, Economics, Social Studies or related fields ; | 5 | |
| Experience | | 50% |
| At least 10 years of relevant hands-on experience at sector, national or international levels in developing and implementing comprehensive communication strategies; | 15 | |
| Coherent costed Work plan and methodology relating to the achievement of the specific tasks and stated deliverables of the consultancy | 10 | |
| Experience in promote the UN's work with countries to support SDG implementation within the Pacific Region | 10 | |
| Experience in MDG/SDG awareness raising and advocacy at national level and/or sub-national level within PICs | 15 | |

| | | |
|---|----|-------------|
| | | 15% |
| Relevant working experience in within the Pacific Region | 5 | |
| Experience in developing and implementing comprehensive communication strategies for all stakeholders at national level and community level in PICs | 10 | |
| Technical Criteria | | 70% |
| **If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money. | | |
| Financial Criteria – Lowest Price | | 30% |
| Total | | 100% |

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING CONSULTANCY PROPOSALS

Offerors must send the following documents.

- i) **Signed P11 form including names of at least 3 referees**
- ii) **Cover letter setting out:**

A statement of how the applicant meets the qualifications and experience requirements.
Proposed methodology/approach including preliminary work plan (covering deliverables, key activities and due dates).

- iii) **Completed template for confirmation of Interest and Submission of Financial Proposal**

Consultant must send a financial proposal based on a **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.

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.

The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website (www.pacific.undp.org)

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