



## **TERMS OF REFERENCE** **FOR INDIVIDUAL CONTRACT**

**POST TITLES:** Communications Consultant  
**AGENCY/PROJECT NAME:** Governance and Peacebuilding Team, UNDP  
Bangkok Regional Hub  
**COUNTRY OF ASSIGNMENT:** Bangkok and with regular travels outside of  
Thailand in Asia and the Pacific region.

### **A. Project Title**

Youth Co:Lab, Regional Youth Project on Leadership, Innovation and Entrepreneurships

### **B. Project Description**

Today's youth have come of age in an environment of unprecedented potential for empowerment: they live in an interconnected world transformed by technological advances. This young generation is the most populous the world has ever known. Six out of every ten youth in the world are found in Asia-Pacific, equivalent to 700 million young people in 2015 - investing in youth is therefore paramount. In many countries, young people are also active in the public sphere, contributing to their communities in innovative ways, taking part in public debates and discussions, establishing social enterprises and claiming a space as stakeholders in the development processes that affect them, their communities, and their countries.

At the same time, approximately 300 million young people are either unemployed or underemployed. In other words, nearly half of the 700 million young people in the region face economic insecurity. In addition, many young people are left out of decision-making processes, which contributes to their marginalization and exclusion.

Therefore, the United Nations Development Programme (UNDP) at the Bangkok Regional Hub, has launched the Regional Youth Project on Leadership, Innovation and Entrepreneurship. The project will focus on establishing a network to foster youth-led social entrepreneurship, support youth leadership initiatives, and provide grants for incubation financial mechanisms to fund youth-led programmes aimed at achieving the Sustainable Development Goals (SDG). The project will also support research and knowledge exchange activities to inform current and new youth initiatives.

## **C. Scope of Work**

The consultant will work under the overall guidance and coordination of the UNDP BRH Programme Specialist on Youth and Civil Society. He/she will be expected to address the following issues in completing this assignment:

- Support the launch of national and regional dialogues from a communications perspective
- Manage and maintain the Youth Co:Lab website and coordinate with BERA and UNDP Country offices
- Based on the project activities (events, national dialogues, research etc.), develop content for the website
- Help increase visibility for the project by writing press releases, op-eds, stories and other relevant communications materials
- Support national and regional project events (launches, field visits, ceremonies, etc.) and issues through communications channels such as, but not limited to: Facebook, Twitter, Instagram, YouTube
- Support UNDP Country Offices by cross promoting their work on RBAP social media and web-based platforms
- Support internal communications (Youth Unit newsletter, relevant posts on Yammer and other UNDP internal platforms, etc.)
- Support other UNDP Youth Initiatives such as 2030 Youth Forces and Case 4 Space by providing trainings to young participating, generating content and support to maintain their communication products
- Any other communications tasks relevant to this assignment.

## **D. Expected Outputs and Deliverables**

The consultant is expected to work towards the following work plan, and timelines to achieve the stated outputs.

1. Interviews and footage collected from country visits and communication materials produced, including human interest stories, photos and videos;
2. Youth Co:Lab website and social media platforms updated with regular content;
3. Update the communication plan and support minimum 8 country offices for their national dialogue follow up programming;
4. Maintain internal communication products (Yammer page and Bi-annual Newsletter);
5. Conduct trainings and support for 2030 Youth Force and Case 4 Space platforms.

## **E. Institutional Arrangement**

The consultant shall work under the overall guidance report regularly to the Programme Specialist on Youth and Civil Society, UNDP Bangkok Regional Hub, and work in close collaboration with the UNDP Country offices and other key parties.

## **F. Duration of the Work**

The Consultant is expected to commit a full time basis to a period of 1<sup>st</sup> September 2018 to 31<sup>st</sup> August 2019, up to a maximum of 240 working days over the contract period.

## **G. Duty Station**

The duty station is Bangkok-based with regular travels outside of Thailand in Asia and the Pacific region. The consultancy will be managed by the UNDP Bangkok Regional Hub. The Consultant's presence is required at UNDP Bangkok Regional Hub premises to work very closely with Youth Advisor. Travels will be expected in relations to the national dialogues.

## **H. Qualifications of the Successful Individual Contractor**

The assignment will be contracted to a consultant with experience in the substantive area and knowledge of communication skills. The contractor should have the following competencies:

### **Competencies**

1. Contractor should have prior experience in doing similar projects;
2. Contractor should have experience in editing complex reports and publications;
3. Contractor should be familiar with UN writing standards and terminology; and
4. Contractor must guarantee timely delivery of output.

### **Qualifications**

1. Bachelor's degree in development, international relations, media or related fields;
2. Possess 1-2 years' experience in communications related work;
3. Native level of written English;
4. Working knowledge on UN communication products is an asset;
5. Experiences in the usage of computers and office software package and working knowledge on adobe creative suites;
6. Strong photography and videography skills is an asset.

## **I. Scope of Price Proposal and Schedule of Payments**

The consultant must send a financial proposal based on a Daily Rate. The consultant shall quote an all-inclusive Daily Fee for the contract period. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC's duty station) should be identified separately. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC's supervisor of a Time Sheet indicating the days worked in the period.

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.

## **J. Recommended Presentation of Offer**

Candidates wishing to be considered for this assignment are required to submit the following documents:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- **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;
- **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (in USD currency)

Incomplete proposals may not be considered. The short listed candidates may be contacted and the successful candidate will be notified

## **K. Criteria for Selection of the Best Offer**

### **Evaluation Method and Criteria**

Individual consultants will be evaluated based on the following methodology:

#### **Cumulative analysis**

The award of the contract shall 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 set of weighted technical criteria (70%), and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

#### **Technical Criteria for Evaluation (100 points)**

- Criteria 1: Relevance of educational background (20 points)
- Criteria 2: possess at least 1-2 years of experience in communications related work (30 points)
- Criteria 3: Native level of written English (20 points)
- Criteria 4: Have a working knowledge of adobe creative suits (15 points)
- Criteria 5: Proven experiences in the usage of computers and office software package and have a working knowledge of UN communication products and strong photography and videography skills (15 points)

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

## **L. Annexes to the TOR**

N/A

## **M. Approval**

This TOR is approved by:

Signature

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Mr. Patrick Duong  
Officer-in-Charge, Governance and Peacebuilding Team

Date of Signing

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