

TERMS OF REFERENCE

Ref: PN/FJI-42-18

Title	Advocacy and Outreach Consultant
Location	Suva, Fiji
Application deadline	18 September 2018 (Fiji Time)
Type of Contract	Individual Contractor
Post Level	International Consultant
Languages required:	English
Duration of Initial Contract:	Six months (129 days)

BACKGROUND

The UNDP Pacific Office in Fiji is implementing a range of projects in support of Sustainable Development Goals. Goal 5 commits to achieving gender equality and empowerment of all women and girls; and Goal 16 commits to promoting peaceful and inclusive societies for sustainable development, provide access to justice for all and building effective, accountable and inclusive institutions at all levels. Strengthening access to justice, rule of law and promoting human rights are cornerstones of UNDP's work to achieve sustainable human development. The UNDP Pacific Office in Fiji is implementing projects as part of an overall programme in these areas including the Fiji Access to Justice Project and the Rights, Empowerment and Cohesion for rural and urban Fijians Project. The Fiji Access to Justice Project supports access to justice for impoverished and vulnerable groups through empowering people to access legal rights and services through the relevant key justice institutions, in conjunction with strengthening those key justice institutions to undertake improved service delivery. The Rights, Empowerment and Cohesion for rural and urban Fijians Project promotes peace building, social cohesion and inclusiveness through awareness of rights, access to services and institutional capacity building in Fiji.

The project requires specialized technical support for specific Advocacy and Outreach activities associated with the above projects over a period of two years according to the project cycle. Therefore the Advocacy and Outreach consultant will be required for a period of 6 months to provide this support and to undertake training and capacity building of national staff team members to build their capacity in the areas of advocacy and outreach. This consultancy position may or maynot be extended depending on the needs of the project, the budget and performance.

DUTIES AND RESPONSIBILITIES

Scope of Work

The Consultant will be required to provide specialized technical support as follows:

1. Develop six monthly advocacy plans for the projects, which also include components linked to the outreach activities of the projects and key significant events, and with detail of associated

expected results, indicators and means of verification.

2. Implement the approved advocacy plans, including the development of innovative products and materials, for the projects.
3. Provide comprehensive monthly updates and quarterly detailed reporting against results each advocacy plan.
4. Document and prepare advocacy products related to the SDGs with a particular focus on SDGs 5 and 16; and materials for identified thematic international days, ensuring gender mainstreaming approach across all products.
5. Undertake training and capacity building of national staff team members to build their capacity in the areas of advocacy and outreach.

Expected Outputs and Deliverables

The Consultant will be required to provide the following deliverables:

1. Develop annual advocacy plans for the projects, which include components linked to the outreach activities of the projects and key significant events, and with detail of associated expected results, indicators and means of verification, and also with detail on training and capacity building activities for national staff team members. The plans need to include a full range of innovative approaches and tools to raise advocacy and be appropriately targeted towards the relevant audiences. Plans are to be produced within the first week of the consultancy period and require approval of the supervisor.
2. Implement the approved advocacy plans, including application of the innovative products and materials and event management, for the projects. This activity will require close coordination with all involved stakeholders, project team members and across UNDP. This includes regular reports, project-related briefing notes, backgrounders, press releases, talking points, updates to online media, and other comms materials as necessary.
3. Provide comprehensive short monthly updates and more detailed quarterly reporting of all activities undertaken, results, challenges encountered and recommendations for each advocacy plan, using templates developed in agreement with UNDP and EU project teams.
4. Document and prepare advocacy products related to the SDGs, with a particular focus on SDGs 5 and 16; and also and also materials for identified thematic international days, with always ensuring gender mainstreaming approach across all products.
5. Consolidated annual report related to each project's advocacy activities in the format as provided by the supervisor for inclusion in annual reports.

Institutional Arrangement

- The consultant will report to the Access to Justice, Rule of Law and Human Rights Programme Manager.
- Reporting is as identified above based on the monthly reporting, using an agreed reporting template.
- Given the nature of the work requiring access to a range of innovative tools and systems UNDP will provide support with workspace and IT (computer).

Duration of the Work

- The consultancy is for a period of six months tentatively commencing from 01 October 2018 – 31 March 2019 with a total of 129 days (ie 21.5 days per month)

Duty Station

- The consultant will be based in Suva with travel to locations around Fiji for outreach activities as required by the needs of the project and approved by the supervisor.
- The IC will be required to report regularly to the UNDP office during working hours and adhere to any security measures/compliance.

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Minimum educational qualifications: Masters in area of human rights, development studies, gender studies or related area.

Experience

- At least 4 years' experience in advocacy and communications in relation to international development activities, preferably with a focus on Fiji and the Pacific context.
- Demonstrated experience of being able to design innovative advocacy plans, which cater for a wide range of audiences including both international forums and at community level, and with experience at community level in the Pacific context.
- Demonstrated experience of being able to design, produce and apply a wide range of innovative advocacy and communications products and materials, including related to the SDGs, with an application to the Pacific context.
- Demonstrated ability to produce reports in English and in a timely manner, with a focus on results and achievements against the implementation of advocacy plans.

Language requirements

- Fluency of English language is required;

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Daily Fee**. Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, any insurance, visa etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal.

Travel and daily allowance costs should be identified separately; which in this case includes the costs to travel to Suva, Fiji at the commencement of the six-month period and the costs to depart Suva, Fiji at the end of the six-month period.

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.

If the Consultant is required to travel outside of Suva in relation to missions associated with the projects, UNDP will provide suitable reimbursement, however the Consultant should include in their proposal the level of reimbursement they would be seeking for travel outside of Suva to other locations in Fiji. 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.

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 (Maximum 70 points)

- Criteria 1 - Minimum educational qualifications: Masters in area of Human Rights, Development Studies, Gender Studies or related area. (5%)
- Criteria 2 - At least 4 years’ experience in advocacy and communications in relation to international development activities, preferably with a focus on Fiji and the Pacific context. (10%)
- Criteria 3 - Demonstrated experience of being able to design innovative advocacy plans that cater for a wide range of audiences including both international forums and at community level, and with experience at community level in the Pacific context. (15%)
- Criteria 4 - Demonstrated experience of being able to design, produce and apply a wide range of innovative advocacy and communications products and materials, including related to the SDGs, with an application to the Pacific context. (20%)
- Criteria 5 - Demonstrated ability to produce reports in English and in a timely manner on results and achievements against the implementation of advocacy plans. (20%)

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

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

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- CV 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.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment
- **Financial proposal**, as per template provided in Annex II

Annexes

- Annex I - Individual IC General Terms and Conditions
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

Incomplete or joint proposals and proposals received after the submission deadline will be rejected.

Individuals applying if successful have the option to sign an Individual Contract in their personal capacity or a Reimbursable Loan Agreement which shall be signed by the individuals employer or company/firm.

Complete proposals should be submitted to etenderbox.pacific@undp.org (attachments shall not exceed 10MB in capacity) or on UN JobShop (note UN JobShop supports single document upload hence ensure that technical and financial proposal is submitted as one single document) by 18th September 2018 (11.59 pm Fiji Time). For any clarification regarding this assignment please write to ronald.kumar@undp.org.