

**Terms of Reference for a Communications Assistant**

**For the Africa Adaptation Initiative**

Type of Contract: Individual Contract

Location: Home-based with travel requirements

Start Date:

End Date:

Indicative Number of Days: lump sum product-based

Supervisor: AAI Coordinator, UNRC Gabon

**INTRODUCTION**

The Africa Adaptation Initiative (AAI) was developed as a response to a mandate from the Committee of African Heads of State and Government on Climate Change (CAHOSCC), to enhance action on adaptation and implementing approaches to address loss and damage in Africa. The AAI was formally launched at the twenty-first Conference of Parties (COP21) to the United Nations Framework Convention on Climate Change (UNFCCC) in Paris in December of 2015 and is being further developed by AMCEN and the African Group of Negotiators (AGN) under the guidance of a Technical Working Group (TWG) established by a decision by the African Heads of State and Government at the 26th session of the African Union in Ethiopia in January 2016. The TWG is chaired by the President of AMCEN and includes representatives of the AGN, the African Union Commission (AUC), the African Development Bank (AfDB), the New Partnership for Africa’s Development (NEPAD), the UN Economic Commission for Africa (UNECA), the United Nations Development Programme (UNDP), the United Nations Environment Programme (UNEP), and the African Risk Capacity (ARC).

Since the launch of the AAI in 2015, the TWG in collaboration with other partners in the region carried out further elaboration of the initiative, which was articulated in an AAI Framework document. The framework was launched by AMCEN at the twenty second COP in Marrakech in 2016.

As the framework document outlines, the overarching goal of the AAI is to facilitate the closing of the action and finance gap for adaptation and to address loss and damage, through high-level advocacy and connecting relevant actors across the continent. The AAI is developing partnerships with other organizations working on the continent to help African countries access support to address the impacts of climate change in Africa. The AAI will work to advocate and facilitate scaled-up action in four priority areas that will serve as pillars of the initiative: (1) enhancing climate information services; (2) strengthening policies and institutions; (3) supporting concrete on the ground action; and (4) increasing access to and mobilising additional climate finance and investment for adaptation and addressing loss and damage.

More recently, the President of Gabon in his capacity as Chair of CAHOSCC pledged a contribution of $500,000 USD to the AAI in order to accelerate its implementation. The AAI is now entering its new phase of implementation, with a particular focus on resource mobilisation for its full implementation. One of the key inputs into the resource mobilisation process is a report outlining the State of Adaptation in Africa. The Africa State of Adaptation Report (SoAR) will establish a baseline and rationale for investing in Africa and in the AAI.

**OVERALL OBJECTIVES AND CONTEXT**

The UNDP is therefore seeking a **Communications Assistant** to 1) assist the communications team to increase visibility of the AAI donor roundtable; 2) provide communications support to the development of the Africa State of Adaptation Report. The consultant will work under the guidance of the AAI Coordinator and UNRC Gabon.

**SPECIFIC OBJECTIVES OF THE ASSIGNMENT**

The specific objectives of the assignment include:

1. Supporting the team in developing communications products to increase visibility of the AAI roundtable and to support the communications campaign;
2. Updating the page on the AAI website, including the website for the partner roundtable;
3. Supporting the team with social media, newsletter and development of YouTube videos to increase the visibility of the AAI;
4. Provide communications support to the state of adaptation report, including layout and design

**DUTIES AND RESPONSIBILITIES**

The overall goal of the assignment is to support the Africa Adaptation Initiative communications team in increasing visibility of the roundtable and in developing communication products for the initiative, under the overall guidance of the AAI coordinator and the UNRC Gabon. Specifically, the consultant is expected to:

* With the support of the AAI coordinator, liaise with the communications team to support the communications strategy of the AAI roundtable;
* Develop a new page on the AAI website, specifically for the roundtable;
* With the support of the AAI coordinator and the communications team, develop communication products including videos and newsletter and ensure that they are posted in the appropriate platforms;
* Drawing from the Africa State of Adaptation Report, develop infographics and other communication products for the SoAR;
* Design and layout of the SoAR summary and final report.

*Expected deliverables*

The expected deliverables from the consultant include:

1. Updated website of the AAI by **20 October**
2. Communication products for the AAI, including videos, newsletters and newspaper articles by **31 October**;
3. Infographics for the state of Adaptation Report and the AAI value proposition document by **15 November;**
4. A final designed SoAR by **22 November**

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**LOGISTICS AND ADMINISTRATIVE SUPPORT**

It is a home-based consultancy and the lead consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable Internet connection. S/he will communicate frequently and provide extra inputs and advisory services as requested by the contractor.

The work might involve travels and their necessity will be determined by UNDP in close partnership with the AMCEN and AGN. In this regard, the Lead Consultant is responsible for ensuring that s/he has the necessary vaccinations/inoculations required. S/he is responsible for complying with immigration requirements when travelling and is required to comply with the UN security directives. Whenever needed, UNDP or the AMCEN Presidency will provide necessary administrative support for visa applications for official approved missions to be undertaken within the framework of Africa Adaptation Initiative.

**QUALIFICATIONS**

**Academic Qualifications:**

* Masters level degree in communicatios, Finance, Climate change or any other relevant field.

**Years of experience:**

* A minimum of 7 solid years of experience in conducting research on topical Africa development issues, in particular climate change (climate finance and climate change adaptation) and communications.

**Functional Competencies:**

* Solid understanding of climate change challenges in Africa and the Paris Agreement on Climate Change
* Good understanding of development issues in Africa
* Having experience in developing communication strategies on related issues in Africa
* Solid ability to understand complex issues, and synthesize relevant data and findings for the preparation of quality analysis
* Outstanding writing skills, including ability to translate complex issues (including those related to statistics, financial flows and climate investments) into a language that can be easily understood by decision-makers at the highest political level
* Good understanding of strategies and advocacy approaches for effective resource mobilization
* Ability to plan, organize, implement, and report on work
* Ability to work independently under minimal supervision

**Language and other skills:**

* Excellent knowledge of English. Knowledge of French is an advantage.
* Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.
* Client orientation
* Ethics and integrity and teamwork

**Evaluation Criteria:**

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

* 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. In this regard, the respective weight of the proposals are:
	1. Technical Criteria weight is **70%**
	2. Financial Criteria weight is **30%**

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| **Criteria** | **Weight** | **Max. Point** |
| **Technical Competence (based on Technical Proposal)** | **70%** | 100 |
| * **Criteria a.** Experience with preparing communications products of a similar scale and scope, in the African context
 | **50%** | 50 pts |
| * **Criteria b.** Understanding of the Scope of Work, as evidenced by the proposal and clear methodology for the preparation of the various report
 | **10%** | 10 pts |
| * **Criteria c.** Minimum academic qualifications
 | **5%** | 5 pts |
| * **Criteria d.** Number of years of working experience
 | **5%** | 5 pts |
| **Financial (Lower Offer/Offer\*100)** | **30%** | 30 |
| **Total Score**  | **Technical Score \* 70% + Financial Score \* 30%** |

**PAYMENT MILESTONES AND AUTHORITY**

The lead consultant will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful submission of agreed on each deliverable each as stipulated hereunder.

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| **Milestone** | **Percentage** | **Date** |
| Finalised communication products for the roundtable | 50% |  |
| Finalised and printed State of Adaptation Report | 50% |  |

**CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of AMCEN and AGN.