



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: November 12, 2018

Procurement Notice Reference No.: ETH/IC/2018/077

Country: Ethiopia

Description of the assignment: Communication

Project name: UNDP Ethiopia Climate Resilient Green Growth portfolio

Consultancy Level: Level C (Senior Specialist)

Duty Station: Addis Ababa

Expected Places of Travel: All regions (Project Sites)

Period of assignment/services (if applicable): 6 months

The United Nations Development Programme (UNDP) is currently implementing a project **Climate Resilient Green Growth Portfolio** that requires the services of an individual to perform the work described in the corresponding TORs.

Proposal should be submitted through the online eTendering system <https://etendering.partneragencies.org> search for Event ID **000000303078** as per the deadline indicated in the system itself. Detailed user guide on how to register in the system and submit the proposal are attached to this notice.

Any request for clarification must be sent in writing, or by standard electronic communication to info.procurementet@undp.org **Attn: MY**. UNDP will provide responses by uploading them in the system.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following:

- a) The Terms of Reference for the assignment described above;
- b) The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- c) The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

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

- Letter of presentation highlighting main qualifications and experience relevant to this TOR;
- CV or P11 form;
- Copy of education certificate;
- Completed financial proposal.
- **Any other as relevant**

FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Terms of reference



Empowered lives.
Resilient nations.

General Information

IC Reference:	ETH/IC/2018/077
Services/Work Description:	Communication
Project/Program Title:	Communication consultant: UNDP Ethiopia Climate Resilient Green Growth portfolio
Post Title:	National Consultant for Communication
Consultant Level:	Level C (Senior Specialist)
Duty Station:	Addis Ababa
Expected Places of Travel:	All Regions (Project Sites)
Duration:	Six months Contract
Expected Start Date:	Immediately after concluding the contract

I. BACKGROUND / PROJECT DESCRIPTION

Ethiopia has placed its green growth at the center of its development agenda couched within the national Climate Resilient Green Economy strategy (CRGE).

The United Nations Development Programme (UNDP) has prioritized support for this national agenda, from supporting the development of the CRGE strategy to supporting sector policies and implementation of strategic interventions on the ground.

Climate Change, environment and related interventions make up a large section of UNDP's work in Ethiopia and range over a wide area of interventions across 18 projects including a focus on forest sector development, Protected Area Management, biodiversity conservation, renewable energy, disaster risk management, resilience, livelihoods, climate information, early warning and sustainable urban development including waste management.

II. OBJECTIVES & SCOPE OF THE WORK

a. Objective

The ultimate objective of this assignment is to provide several high-quality communication products that capture UNDP's focus, strategic approach, and results achieved in various climate change adaptation mitigation and environment related projects.

b. Scope of work

This assignment will involve assessment of UNDP's interventions within its Climate Resilient Green Growth portfolio and then facilitation proper documentation, communication and sharing of lessons learnt, best practices, successes and failures. The consultant should support the team in doing analytical work and identify key issues for policy briefs. The consultant should identify key and priority issues in each project, prepare clear work plan and based on which gather data, do analysis, document, and then share to stakeholders on the outputs and successes of various projects within in the unit. The consultant also need to follow up on media and various publications related to the unit's work and update team members periodically.

III. METHODOLOGY & APPROACH

The communication consultant will review all related project documents, including monitoring and evaluation reports for the 18 climate related projects to identify areas of progress and results for the interventions.

In performing the above, the incumbent will apply the following methods and approaches:

- In close consultation with programme staff and M&E, analyze and document progress in climate change adaptation and Mitigation;
- Conduct on sight interviews (including video and photos) with project/programme beneficiaries;
- Organize consultative meetings with Implementing partners and program staff to identify key issues for further communication

IV. EXPECTED OUTPUTS AND DELIVERABLES

The climate communication consultant shall submit the following deliverables.

- Draft and submit policy briefs for each of the CRGG projects/programmes currently implemented by the UNDP Ethiopia office;
- Draft and submit success stories (with high-resolution on-site photos, direct quotes etc.) on the CRGG unit projects/programmes;
- Draft op-eds for publishing on media around key advocacy areas of UNDP's engagement in environment and climate related work;
- Draft blogs for UNDP country office and corporate sites that advocates UNDP Ethiopia's strategic approach, highlights results;
- Produce short videos for web upload on the above projects/programmes that highlights intervention and results;
- Draft and submit key message text, photo, fast facts, brochures, storytelling and video content for upload on UNDP Ethiopia's social media platforms.
- Activity engage and update the units work on social media such as Twitter, in consultation with communication unit.

V. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The selected communication consultant shall have direct reporting line to the Programme Specialist (GEF) with close collaboration with the communication unit for quality control and clearance of all produced media products.

VI. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

UNDP will provide her/him with all office space and laptop. to discharge her/his duties. **The consultant shall be responsible for all travel costs within Addis Ababa and to the regions.**

VII. DURATION OF THE WORK

The assignment will be implemented over a period of six months, five days a week, and four weeks a month. The date for the start of this assignment is immediately after concluding Contract Agreement.

VIII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Academic Qualifications:

Education:

- Master's degree in journalism, communication, environment or climate related fields.

b. Experience:

- Experience in documenting Project best practices, storytelling and brochure development and production of communication products;
- Minimum of 10 years of similar work experience in documenting project best practices and communication, environment/climate change related work;
- Demonstrated understanding of the Ethiopian climate, environment and related areas;
- Experience in similar international organizations is an advantage.

c. Competencies:

- Solid analytical, advocacy and communication skills;
- Excellent writing skills in English languages;
- Excellent interpersonal, communication, team work and negotiating skills.

d. Corporate:

- Excellent communication and networking skills with the ability to work in a team;
- Strong interpersonal and negotiating skills;
- Ability to work in a multicultural environment;
- Sound judgement and discretion.

e. Language and other skills:

- Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions;
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

f. Compliance of the UN Core Values:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Important Note:

The Consultant is required to have the following professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

IX. CRITERIA FOR SELECTING THE BEST OFFER

Qualified Individual Consultants (ICs) are expected to submit **Technical** and **Financial Proposals**. Only applicants who fulfil the qualifications will be shortlisted and contacted. 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 is:
 - a. Technical Criteria weight is **70%**;
 - b. Financial Criteria weight is **30%**;

Evaluation Criteria:

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and Interview (as required))	70%	100
Criteria a: Educational and Experience relevance: close fit to post: <ul style="list-style-type: none"> ▪ Master's degree in public policy, environment, Climate change, development studies, international development or any other related field of study; ▪ Minimum of 10 years of relevant work experience documenting project/programme best practices; ▪ Proven track record in analysis and provision of high-level policy papers; ▪ Demonstrated understanding of the Ethiopian political, economic, social and environment landscape; ▪ Experience in public sector and/or international organizations is an advantage. 		40
Criteria b: Understanding of the ToR and Individual competencies (experience in similar assignments): <ul style="list-style-type: none"> ▪ Solid analytical, advocacy and presentation skills; ▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal; ▪ Excellent interpersonal, communication and negotiating skills; ▪ Fluency in English languages, both written and spoken. 		60
Financial (Lower Offer/Offer*100)	30%	100
Total Score	Technical Score * 70% + Financial Score * 30%	

X. PAYMENT MILESTONES AND AUTHORITY

The successful consultant shall receive his/her payments upon certification of the completed tasks satisfactorily, and approval by UNDP and partner Government Offices on monthly bases.

Deliverables	Approval & Certification should be obtained	Percentage of full payment
1st Payment upon submission and endorsement of: <ul style="list-style-type: none"> ▪ Detailed inception report 	UNDP	20 %
2nd Payment up on the submission and acceptance of: <ul style="list-style-type: none"> ▪ Policy briefs for each of Best practices documents in the climate related projects/programmes currently implemented by the UNDP Ethiopia office; ▪ Success stories (with high-resolution on-site photos, direct quotes etc.) of the above projects s 	UNDP	40 %

Deliverables	Approval & Certification should be obtained	Percentage of full payment
<ul style="list-style-type: none"> ▪ Short videos (5-10 mins) for web upload on all climate related projects/programmes that highlights intervention and results ▪ Key message text, photo, and video content for upload on UNDP Ethiopia's social media platforms ▪ Draft op-eds for publishing on media around key advocacy areas of UNDP's engagement in environment and climate related work ▪ Draft blogs for UNDP country office and corporate sites that advocates UNDP Ethiopia's strategic approach, highlights results, and partnerships 		
3 rd payment upon the submission and acceptance of: <ul style="list-style-type: none"> ▪ All final products mentioned above 	UNDP	40 %

XI. 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 assignment service without prior written consent. Proprietary interests on all materials and documents prepared by the consultant under this assignment shall become and remain properties of UNDP Ethiopia.

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- e) I hereby propose to complete the services based on the following payment rate: *[pls. check the box corresponding to the preferred option]*:
 - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
 - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]*:
 - ☐ Sign an Individual Contract with UNDP;

- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

k) I hereby confirm that *[check all that applies]*:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

Annexes *[pls. check all that applies]:*

- ☐ CV or Duly signed P11 Form
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. **Breakdown of Cost by Components:**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables*

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount
1 st Payment upon submission and endorsement of: Detailed inception report	20%	
2 nd Payment up on the submission and acceptance of: <ul style="list-style-type: none"> ▪ Policy briefs for each of Best practices documents in the climate related projects/programmes currently implemented by the UNDP Ethiopia office; ▪ Success stories (with high-resolution on-site photos, direct quotes etc.) of the above projects s ▪ Short videos (5-10 mins) for web upload on all climate related projects/programmes that highlights intervention and results ▪ Key message text, photo, and video content for upload on UNDP Ethiopia's social media platforms ▪ Draft op-eds for publishing on media around key advocacy areas of UNDP's engagement in environment and climate related work Draft blogs for UNDP country office and corporate sites that advocates UNDP Ethiopia's strategic approach, highlights results, and partnerships	40%	
3 rd payment upon the submission and acceptance of: All final products mentioned above	40%	
Total	100%	ETB

*Basis for payment tranches