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Устойчивые страны.

TERMS OF REFERENCE MEDIA EXPERT ON PREVENTING VIOLENT EXTREMISM

Project Name	Inclusive Governance and Justice System for Preventing Violent Extremism (PID 00108601) Support to the prevention of radicalization to violence in prisons and probation settings in the Kyrgyz Republic (PID 00108602) Strengthening community resilience and cross-border cooperation for preventing violent extremism in Central Asia (PID 00110132) Cross border cooperation for sustainable peace and development (PID 00092121) Kyrgyzstan's youth cohesion and interaction towards Uzbekistan (PID 00113115)
Short title of Assignment:	Communications and peacebuilding expert
Duty station:	Bishkek, Kyrgyz Republic
Type of Contract:	Individual Contract
Duration of Contract:	March 2019 – January 2020 (200 effective person days)

BACKGROUND

Since December 2017, the Government of the Kyrgyz Republic, the United Nations in the Kyrgyz Republic and United Nations Peacebuilding Fund (PBF) signed a Peacebuilding Priority Plan for 2018-2020 (PPP). The UNDP in the Kyrgyz Republic has been working together with civil society organizations to assist the Government to fulfill its obligations under the PPP.

UNDP works at the policy level with the Government to improve the social system and on the ground to make should that this system reaches youth and women emphasis on the most vulnerable of them. This interlinkages between policy- and community level work gives UNDP a particular advantage in identifying barriers to the provision of equitable services and then supporting Government partners at all levels to promote solutions.

Within the context of Peacebuilding Priority Plan, the United Nations Development Programme (UNDP) in the Kyrgyz Republic is implementing following projects::

- PBF-funded project on: "Inclusive governance and Justice system for Preventing Violent Extremism" jointly with UNICEF, OHCHR, UN Women, whereas UNDP serves as a leading agency.
- PBF-funded project on: "Support to the prevention of radicalization to violence in prisons and probation settings in the Kyrgyz Republic" jointly with UNODC, where UNODC serves as a leading agency of this project.
- The project funded by the Government of Japan on "Strengthening community resilience and cross-border cooperation for preventing violent extremism in Central Asia", where UNDP in Kazakhstan as a leading agency.
- PBF-funded project on: "Cross border cooperation for sustainable peace and development".
- PBF-funded project on: "Kyrgyzstan's youth cohesion and interaction towards Uzbekistan".

TOR has been prepared by:
Artur Bukalaev, M&E specialist

Signature

The Communications and peacebuilding expert will provide informational support to all activities and events held within the above-mentioned project and manage programme activities related to media and communication and ensure that project results are well communicated in media, donors and national counterparts.

OBJECTIVE

Promote awareness campaigns to public audiences related to project activities, and establish good networking and partnership with various stakeholders whose support and assistance is essential for project implementation provide assistance to CO Communications Unit while implementing UN, UNDP joint events.

SCOPE OF WORK

The Expert will work under the guidance and supervision of UNDP Peace Adviser and implement the following tasks (but not limited to only):

- Support UNDP in the effective and timely establishment of a pool of journalists through workshops and Intellectual games on PVE topics.
- Ensure effective communication of project results by producing various easy to understand infographics and media products.
- Assist UNDP in conducting capacity building activities for press-service of the partners on communication.
- Support in conducting a series of wider awareness-raising campaigns for different target groups to explain tolerance, freedom of religion.
- Provide assistance in implementing the integrated Communications plan (i.e. quality control, time management, coordination, monitoring and evaluation). The implementation of the plan should be carried out in close coordination with national partners such as GKDR, GASUMO, GSIN, GAFSK and others.
- Assist UNDP in drafting and publishing easy to read booklets, leaflets, profiles, infographics.
- Ensuring working interaction and information exchange with UNDP CO, donors communications teams.
- Provide informational support for projects activities (conferences, advocacy campaigns, meetings at a policy level and events with media).
- Assist Peace Adviser in the implementation of projects activities related to communications and PR.
- Codify all results and fundings under the assignment and submit to Technical Adviser.
- Prepare Interim and final reports.

FINAL DELIVERABLES

PRODUCTS	TERMS	PAYMENT STRUCTURE
<ul style="list-style-type: none"> • Work plan envisioning implementation of the scope of work for the duration of the assignment is elaborated and approved; • PVE leaflet prepared for publishing; • PVE annual report prepared for publishing; 	Within 15 days after contract issuance	10%
<ul style="list-style-type: none"> • At least 4 roll-ups on PVE projects designed and produced; • Technical support to the press-services of the implementation of the communications/outreach strategy provided; • At least 5 posts are published in social media; • At least a TOR for series of video developed, coordinating activities of the production the video is provided; • Provide support in the coverage of the Youth forum 	Within 2 months after contract issuance	20%
<ul style="list-style-type: none"> • Intellectual games on PVE topics for journalists organized in Bishkek/Osh; • Assist to conduct at least one workshop for journalists of the newly opened media centers in regions upon agreement with the Ministry of Culture and Information 	Within 4 months after contract issuance	20%

<ul style="list-style-type: none"> List of the publications on PVE issues prepared and content for publications drafted; Ensure integration of projects communication results into the joint UNDP and UN sway leaflets; At least 2 articles published on Super info or in other popular information agency; At least 5 posts are published in UNDP social media 		
<ul style="list-style-type: none"> At least 2 short videos on peace and development, PVE are published; Provide support in monitoring project materials in media, prepare press reviews on different projects activities; Support in creating content/publication for cross-border youth project (KG-UZ) At least 2 journalistic story on the PVE cases are supported and implemented; Interim report 	Within 6 months after contract issuance	10%
<ul style="list-style-type: none"> Report on video course/ mobile apps on PVE issues prepared; At least 2 press releases,stories, or blogs are prepared; Provide support in the coverage of the Opening ceremonies of the Youth centers in regions Cross-border joint programme (August), World Peace Day (September,21) At least 5 posts are published in UNDP social media 	Within 8, months after contract issuance	10%
<ul style="list-style-type: none"> At least 5 PR materials on project activities published in social media; Assist to UNDP Communications unit to organize UN day At least 2 media products (infographics) on project activities published; Provide support in the coverage of the Conference and Analysis of judicial Practice on extremism 	Within 10, months after contract issuance	10%
<ul style="list-style-type: none"> At least 3 press releases,stories, or blogs are published on a corporate website; Provide support to the UNDP programme to make events picture gallery and press-reviews (archive) PVE annual report prepared for publishing; Final Report 	Within 12 months after contract issuance	20%
Total		100%

REPORTING REQUIREMENTS

- All information should be provided in both printed and electronic versions in Russian language and English when required with the detailed description of the fulfilled tasks, according to the present Terms of Reference, and the direct contribution of the expert. The deliverables produced by the expert should be attached to the reports as annexes, which will serve as a justification for payment.

- ❑ The Expert will directly report to respective Programme Specialists and will perform his/her duties under the overall coordination of Peace Adviser of UNDP Peace and Development Programme. **The certifying officer is SDG16 Team Leader.**
- ❑ The Expert shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used;
- ❑ All materials produced by the Expert should be cleared by a Gender and Communications units;
- ❑ All materials produced by the Expert are the property of UNDP, and before its publication can only be used in coordination with the UNDP office.

QUALIFICATION REQUIREMENTS

- University degree in social sciences (education background in religious studies is a significant asset) or in Public Administration;
- Professional work experience in the area of communications and PR with proven work experience in peacebuilding, rule of law and/or human rights;
- Good command of Russian and English (written and oral), knowledge of Kyrgyz language is an asset.

SCOPE OF PRICE PROPOSAL

Preferred Currency of Offer: United States Dollars (US\$)

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).

For local contractors in Kyrgyzstan UNDP shall effect payment in Kyrgyz Som based on the prevailing UN operational rate of exchange on the month of payment. The prevailing UN operational rate of exchange is available for public from the following link: <http://treasury.un.org/operationalrates/OperationalRates.aspx>

ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTORS

Statement of Medical Fitness for Work

Individual Consultants/Contractors whose assignments require travel and who are over 65 years of age are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN - approved doctor prior to taking up their assignment.

Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.

Inoculations/Vaccinations

Individual Consultants/Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.

TRAVEL REQUIREMENTS

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.

Please be guided by the following information when preparing your financial proposal:

Number of visits	Overnights
3 visits to Osh region	2 overnights per each trip;
3 visits to to Chui region	2 overnights per each trip;

SECURITY CLEARANCE

The Consultant should undertake the Basic Security in the Field and Advanced Security in the Field (BSAFE) course tests prior to travelling. These requirements apply for all Consultants, attracted individually or through the Employer.

UNDP INPUT

UNDP will provide:

- Furnished work place in UNDP PMU premises;
- Project documentation and information;
- Contacts.
- Security charges are applicable