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Resilient nations.*

TERMS OF REFERENCES

Consultancy: Awareness Consultant

Location:	Buka, Autonomous Region of Bougainville, Papua New Guinea
Application Deadline:	Public Tender
Type of Contract:	Individual Contract
Project:	Sustaining Peace in Bougainville Project
Languages Required:	English and Tok Pisin
Starting Date:	September 2019
Duration of Contract:	4 Months (80 working days from September to December 2019)

Background

The United Nations Development Programme (UNDP) has had a long and proud history in Papua New Guinea (PNG), working in all areas of development over the last 30 years, since the first UNDP office opened in PNG in 1981. With the support of the Government of PNG, and partners and donors, UNDP has forged strong bonds and built successful working relationships in PNG provinces.

The UNDP also works in Bougainville which is an Autonomous Region of PNG. In 2001, the Bougainville Peace Agreement (BPA) was signed between the National Government of Papua New Guinea (GoPNG) and leaders representing the people of Bougainville. The BPA marked the end of a decade-long civil conflict in which up to 20,000 people reportedly died and many more were left without family, access to basic services and infrastructure, traumatized and scarred for life.

With an estimated population of over 300,000 people, speaking 28 languages, in 33 constituencies stretching from the atolls and islands to the mountains that dominate the Centre of the mainland, Bougainville is an incredibly diverse region.

At the request of the National Government of Papua New Guinea and the Autonomous Bougainville Government, the UN utilises a multilayer approach to advocate and support activities that promotes peacebuilding initiatives following a post conflict scenario. This contributes to the stabilisation in the region. This is achieved through enhanced the working relationship between and among government and civil society institutions. At present, PBF funds two projects that supports these activities: Sustaining Peace in Bougainville (2018-2020) and the Gender and Youth Promotion Initiative (2017-2019).

1. PROJECT DESCRIPTION

Sustaining Peace in Bougainville is a project implemented jointly by UNDP, UN Women and United Nations Population Fund (UNFPA). Building upon the implementation of the first phase of Peacebuilding Fund support towards an enabling environment for the referendum, the project covers three outcomes:

- (1) Continue to provide support towards inter-governmental dialogue between the National Government and the Autonomous Bougainville Government;
- (2) Use a participatory process to raising awareness of the Bougainville Peace Agreement through storytelling and traditional means of communication, and:
- (3) Assist both governments in establishing a joint process for the disposal of weapons and reunification of factional groups.

Increasing knowledge and understanding of the Bougainville Peace Agreement, its three pillars and the peace process can be done through supporting awareness of the BPA and through the joint key messages of the National Government and the Autonomous Bougainville Government that were approved by the two governments in 2019. This project will focus on developing communications products and support their dissemination throughout Bougainville and Papua New Guinea.

2. SCOPE OF WORK

The Consultant, with overall guidance from the UNDP Project Manager and the UNDP PNG Deputy Resident Representative, will endeavor to meet the following Awareness Objectives:

- Promote unity among Bougainvilleans and Bougainvilleans and the rest of Papua New Guinea
- Raise awareness on the history of the BPA and its pillars
- Raise awareness about the importance of a peaceful referendum and the post referendum process
- Delivery of joint key messages from two governments
- Promote and expose key results of the UN's work in Bougainville

By undertake the following:

1. Using the PBF's M&E Results Framework, develop a plan to create and disseminate communication products to promote the work conducted by the UN in Bougainville
2. Organize and facilitate interventions that increase dialogue and awareness on the BPA, referendum and post-referendum issues ensuring that both the population in and outside of Bougainville is informed and feels included in the process.

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3. Assist and partner with the ABG's Bureau of Public Affairs, Media and Communication, and the National Coordination Office for Bougainville Affairs' Communication Division to produce and disseminate objective, accurate and user-friendly content and messaging on the BPA and referendum
4. Provide support for the implementation of joint weapons disposal communication strategy
5. Act as the focal point on all Awareness interventions implemented or supported by UNDP in Bougainville

Key Deliverables and Payment Schedule

Key deliverables include:

- Develop 5-month awareness plan of UNDP awareness activities in Bougainville, with contributions from other UN Agencies;
- Organise events that connect key government officials and decision makers with the public through awareness shows such a Roadshow to support knowledge transfer around BPA;
- Facilitate and produce in partnership with other UN agencies and ABG Department of Community Government a 10-part Radio Drama that covers key joint awareness messages around the BPA;
- Develop and implement in partnership with local radio stations a radio quiz on the BPA
- Manage the relationship and implementing requirements (delivery, reporting, and monitoring) of interventions funded by UNDP that supports awareness;
- Support UNDP office develop National Awareness Campaign with National Media
- Provide content for ongoing media coverage and visibility of UNDP activities in Bougainville

Deliverables/ Outputs	Estimated to Complete and Payment Schedule	Task due date	Payment percentage	Review and Approvals Required
1. Upon submission and acceptance of September 2019 monthly report.	20 working days	30 th September 2019	25%	Sustaining Peace in Bougainville Project Manager
2. Upon submission and acceptance of October 2019 monthly report.	20 working days	31 st October 2018	25%	Sustaining Peace in Bougainville Project Manager
3. Upon submission and acceptance of November 2019 monthly report.	20 working days	30 th November 2019	25%	Sustaining Peace in Bougainville Project Manager

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4. Upon submission and acceptance of December 2019 monthly report.	20 working days	27 th December 2019	25%	Sustaining Peace in Bougainville Project Manager
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3. INSTITUTIONAL ARRANGEMENTS

Resources Provided

UNDP will provide a workstation for the consultant in the UNDP Buka Office and other necessary support including a laptop, mobile phone and access to internet and restricted access to Buka server for uploading of materials and products developed during the tenure of this contract.

Supervision and reporting

The Consultant will be supervised by Sustaining Peace in Bougainville Project Manager.

The Consultant will also work closely with the UNDP Country Office Communications team, who may also provide direction and guidance, as necessary to complete critical tasks.

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education

- Minimum Bachelor's degree in Arts, Communication, Journalism, Media or related field is desirable) with formal communication (audio visual and journalism) background.

Experience

- Minimum seven years of overall relevant professional experience working in the fields of communication, peacebuilding, media and/or development;
- Experience working as a Journalist
- Experience in managing an organisation's media and communications needs;
- Experience working with National and Provincial/ Autonomous government structures
- Experience working within the UN system or similar international organizations
- Preference for those with experience and proven knowledge of key issues relating to Bougainville and the Bougainville Peace Agreement or similar Country Experiences;

5. EVALUATION METHOD AND CRITERIA

Evaluation

Cumulative analysis

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The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract to 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
Qualification		20%
<ul style="list-style-type: none"> Minimum Bachelor's degree in Arts, Communication, Journalism, Media or related field 	20	
Experience		50%
<ul style="list-style-type: none"> Minimum seven years of overall relevant professional experience working in the fields of communication, peacebuilding, media and/or development 	15	
<ul style="list-style-type: none"> Experience working as a Journalist 	10	
<ul style="list-style-type: none"> Experience in managing an organisation's media and communications needs; 	10	
<ul style="list-style-type: none"> Experience working with National and Provincial/ Autonomous government structures 	5	
<ul style="list-style-type: none"> Experience working within the UN system or similar international organizations 	5	
<ul style="list-style-type: none"> Preference for those with experience and proven knowledge of key issues relating to Bougainville and the Bougainville Peace Agreement or similar Country Experiences; 	5	
Technical Criteria		70%
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- a) Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **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;
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services;
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated.

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 instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. 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, living expenses, 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, they 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.

Submission Instructions

Incomplete proposals and failure to comply with proposal submission instruction will not be considered or will result in disqualification of proposal.

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Completed proposals should be submitted via email procurement.png@undp.org , no later than 30th August 2019.

For any clarification regarding this assignment please write to Ripana James on procurement.pg@undp.org

Please be guided by the instructions provided in this document above while preparing your submission.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Approval

This TOR is approved by: Tracy Vienings

Signature _____

Name and Designation UNDP Deputy Resident Representative

Date of Signing _____