

TERMS OF REFERENCE

Long Term Agreement

1. Position Information

Assignment Title	National Communication and Partnership Specialist
Cluster/Project:	Policy /Building an enabling environment for sustainable development in Cambodia
Post Level	Specialist
Contract Type:	Long Term Agreement (LTA)
Duty Station:	Home-based in Cambodia and occasionally present at UNDP
Expected Places of Travel	Certain project sides in provinces, Cambodia
Contract Duration:	Initial contract of one year from September 2019 to August 2020 (up to 150 days per year; possibility extension up to two years)

2. General Context

Over the last 20 years, Cambodia has attained impressive economic growth. With an average GDP growth of 7 per cent, Cambodia has been among the fastest growing economies in Asia. These economic changes have brought significant economic benefits to the Cambodian nation and people, increasing national revenues and providing employment opportunities for many Cambodians.

Moving forward, Cambodia now faces a new set of developmental challenges, which relate to sustaining its economic growth in a manner that fully integrates Sustainable Development Goals (SDGs). Among them, a range of environmental challenges are becoming increasingly important, including:

1. Degradation of natural resources;
2. Growing volume of waste; and
3. Limited access to affordable, sustainable and clean energy among the poor.

The overall objective of the project “building an enabling environment for sustainable development in Cambodia” is to enable Cambodia to attain the Sustainable Development Goals related to 1) natural resources management (NRM), 2) circular economy and 3) clean, affordable and sustainable energy.

To achieve this overall objective, the project designs and implements innovative environmentally sustainable models in the targeted areas through public and private partnerships. Based on the demonstrated results, the project further identifies venues for scaling-up workable models by linking initiatives to existing and future UNDP programmes as well as bankable projects.

3. Scope of Work

Under the LTA, the National Communication Specialist is to provide technical support mainly for the project. Additional communication support may be requested to support communication activities under the UNDP Communication Team.

Main tasks of the LTA include the following:

- **Formulation of communication and partnership strategies:**
 - o Develop concrete communication and partnership strategies/approaches /roadmaps for priority areas

- Facilitate due diligence (if necessary)
- **Organization of workshops/events/campaigns:**
 - Develop communication and stakeholder engagement strategies for events/campaigns
 - Develop multimedia communication materials for workshops/events/campaigns including producing speeches, media advisory, press release, social media content (content includes messages, infographics, photographs and short videos)
- **Development of strategic communication and media products:**
 - Conduct interviews with project stakeholders in Phnom Penh and provinces
 - Develop outreach communication materials including brochures, pagers, project briefs, booklets, presentation, infographics, reports etc.
 - Develop opinion pieces (op-eds), human stories, blog posts, and short videos
 - Develop pieces of content for websites [rather than the blog posts and stories] g

4. Final Products or Deliverables/Outputs

The individual contractors shall take sole responsibility for ensuring high-quality and accuracy of communication and media works. Any corrections and improvements shall be the responsibility of the individual contractors with no extra cost to UNDP CO. If the quality of products still does not meet UNDP standards or requirements, UNDP CO shall have the right to reject the work and payment shall not be settled until corrections and improvements are made at the satisfactory level.

All documents to be written under the scope of this ToR are subjected to strict confidentiality and shall not be disclosed to anyone else.

5. Institutional Arrangement

Overall supervision is provided by an environmental policy specialist as well as a policy specialist (project manager) for the works related to the project as well as the head of communication for the works related to UNDP CO activities. The LTA holders work closely with and under the direct supervision of the service requesters in executing his/her assignment (technical focal points).

6. Duration of the Work

UNDP does not warrant that any quantity of the services will be purchased during the duration of the contract. The initial assignment is expected from September 2019 to August 2020, with possible of extension up to two years based on the needs and satisfactory performance of the consultant. The proposed professional fee remains valid for two years.

7. Duty Station

Duty station is Phnom Penh, Cambodia with possible travels to provinces. Consultant will shall travel to provinces on the basis of request. UNDP's project will bear actual cost (DSA, transportation fees) according to UN guidelines and rates, which are in addition to payment under the consultancy contract. The reimbursement of the associated costs will be made through F-10.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake basic UN security course (BSAFE) prior to travelling .

The course accessible is here: <https://training.dss.un.org/course/category/6>

8. Payment Milestones

The payment is made based on the actual number of days per each assignment agreed prior to each assignment is taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, and other associated costs). The number of days of each assignment is expected to vary. The payment is made based on the actual number of days per each assignment agreed prior to each assignment is taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, and other associated costs).

The contractor can begin working only after a **purchase order (PO)** is issued to s/he each time a service is required and following discussion and agreement between the contractor and service requester. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original invoice. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed and signed by the head the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote only one rate of daily professional fee based on the approved table of daily fees. The rate shall be all inclusive and fixed during the contract period.

9. Minimum Qualifications Requirement

Education:	<ul style="list-style-type: none">• Bachelor's Degree (Master degree is preferable) in journalism, communication and media studies, or a related field
Experience:	<ul style="list-style-type: none">• A minimum of 05 years of professional experience in media, communications, advocacy;• Prior experiences in development of strategic communication and outreach materials (e.g. speeches, op-eds, blogs, newspaper articles, interviews, stories), conducting events and campaigns.
Other Competency	<ul style="list-style-type: none">• Excellent writing, and communication skills along with high-level skills in Adobe Creative and online graphic design apps and in website design/editing/management (to be assessed by a sample)
Language Requirement:	<ul style="list-style-type: none">• Fluency in written and oral English and Khmer

10. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Bachelor's Degree (Master degree is preferable) in journalism, communication and media studies, or a related field	20
A minimum of 05 years of professional experience in media, communications, advocacy;	25
Prior experiences in development of strategic communication and outreach materials (e.g. speeches, op-eds, blogs, newspaper articles, interviews, stories), conducting events and campaigns.	25
Excellent writing, and communication skills (to be assessed by a writing sample) along with high-level skills in Adobe Creative and online graphic design apps and in website design/editing/management (to be assessed by a sample)	30