

Terms of Reference

Duty Station:	Egypt
Application deadline:	Thursday 29 August 2013
Type of contract:	Individual Contract
Title:	Media and Elections Consultant
Languages required:	Arabic – English is a plus
Duration of the assignment:	Two months - 12 September - 11 November 2013 (Maximum of 30 working days) (with possibility of extension)
Description of the assignment:	The media and elections consultant will be responsible for overseeing the development process of a media handbook on “Media and Elections” covering some of the most important topics related to the elections such as; Electoral cycle, Electoral systems, Gender and elections, media and elections, Observation and Elections management bodies.

1. CONTEXT

Elections give people a voice in the democratic process. In Egypt, the electoral process is an essential step in the transition period to consolidate the path to democracy. Within this context, the UNDP is cooperating with the Government of Egypt in the area of elections with a focus on a) strengthening public outreach and voter information for the upcoming electoral events. ;b) strengthening technical and operational capacity of national electoral authorities to conduct the 2012/2013 elections; c) incorporating lessons learned and best practices of the 2011 elections in the subsequent elections processes; and d) increasing access of women and rural dwellers to their citizenship rights in the 2012/2013 electoral events.

The strengthening of the democratic process in Egypt (SDPE) worked together with the State Information Services (SIS) where eight trainers gathered to develop and conduct a training

program on “Media and Elections” for 150 Egyptian media personal from different media outlets throughout the governorates of Egypt.

Within this context and under the guidance and direct supervision of the “Strengthening of the democratic process in Egypt” project representative in accordance with UNDP rules and regulation, the media and elections consultant will be responsible for overseeing the development process of the a media handbook on “Media and Elections” covering some of the most important topics related to the elections such as; Electoral cycle, Electoral systems, Gender and elections, media and elections, Observation and Elections management bodies. As well covering the needs raised by the media personal in a follow up lessons learned exercise that was conducted with 30 out of the 150 trained media personal.

The main objective of the “Media Handbook” is to provide Egyptian media with a pocket size reference on elections that they can use during all electoral phases. We aim at reaching out to a large number of media personal through different online and offline channels and outlets.

As for the concept note, it aims at providing the HEC with a proper technical advice on the best practices of establishing a National Media Commission as part of the main entities during a democratic transition process.

2. SCOPE OF WORK, RESPONSIBILITIES

The contracted consultant will be responsible for:

- 1- Producing of a short concept paper between 8-10 pages about the establishment, structuring and functioning of a national Media Regulatory Commission with specifying its responsibilities in the electoral process. The paper should include examples from different other countries from well established/new democracies.
- 2- Reviewing the reports developed by the project on the media training program and the lessons learned exercises.
- 3- Reviewing the proposed outline for the “Media and Elections” handbook developed by the eight trainers and proposed changes and amendment based on the needs of media as highlighted during the lessons learned exercise.
- 4- Communicating with the activity officer on weekly bases.
- 5- Preparing guidelines for the trainers on how to collect materials needed for the handbook.
- 6- Conducting a 5 days’ workshop in Cairo with the eight trainers to finalize outline and content of the handbook.
- 7- Submitting a final report on the activity and deliverables.

3. EXPECTED OUTPUTS/DELIVERABLES OF THE CONSULTANCY ASSIGNMENT

The Media and Elections Consultant's deliverables are as follow:

- 1- Production of a short concept note on the Media Regulatory Commission (5 working days)
- 2- Review reports and submit guidelines for trainers (10 working days)
- 3- Conduct 5 days workshop in Cairo (5 working days)
- 4- Submit the final report 5 October (5 working days)

Extra days in the contract might be allocated for any extra tasks needed to finalize the "Media and Elections" handbook. (Maximum 5 working days)

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Required skills and Experience

Education

An advanced university degree in public relations, communication or journalism, social sciences, political science, or other related fields

Experience

- At least 7 years of working experience in journalism, coordination and administration of social/ human rights campaigns, communication activities;
- Experience in developing and delivering communication-training programs.
- Experience in developing media training manuals/guides/handbook on elections.
- Successful experience in working with UN agencies and international organizations would be an asset.

Language Requirements

- Fluency in written and spoken Arabic and English is asset.

Corporate Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards;

- Promotes the vision, mission, and strategic goals of the project;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly and without favoritism.
- Ability to work under pressure and meet deadlines with a positive attitude;

Functional Competencies

- Extensive knowledge of national and local mass-media and basic knowledge of elections in Egypt;
- Knowledge of Human Rights, including international Human Rights;
- Effective communication skills with different categories of people, including public officials, mass media and NGO representatives;
- Excellent self-organization abilities;
- Ability to work in a team;
- Initiative, resourcefulness, timeliness

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individuals must submit the following documents/information to demonstrate their qualifications to the following e-mail address: info.electionsproject@gmail.com with an email titled "Media and Elections Consultant", **no later than Thursday 29 August 2013**:

1. Technical proposal explaining why you are the most suitable for this assignment;
2. Financial proposal;
3. Completed and signed P11 form including past experiences;
4. Three reference letters.

6. FINANCIAL PROPOSAL

Daily fee contract

The financial proposal should specify the daily fee and a breakdown for all envisaged costs (all travel costs to join duty station/repatriation travel including tickets (economy class), lodging and terminal expenses will be paid at UNDP rate).

Note: Payments are made to the Individual Consultant based on the number of days worked as well as the deliverables.

7. ORGANIZATIONAL AND FINANCIAL ARRANGEMENTS

The consultant will work under direct supervision of the voter information program coordinator and the public outreach manager.

The consultant shall communicate with the voter information coordinator on weekly bases during the assignment. The consultant will work outside the project office.

The payment shall be made according to the deliverables schedule agreed prior to the signature to the contract.

8. EVALUATION

Cumulative analysis

The award of the contract will be made to the individual consultant whose offer will be evaluated and determined as:

- 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.

* Technical Criteria weight: 70 %

* Financial Criteria weight: 30 %

Rating Criteria	Weight Factor
Background and academic qualifications	10
Experience in media and election including regional experience	30
Experience in media trainings and developing media handbooks	20
Work Experience with UN / UNDP	10
Financial Offer	30
Total Score	100

Note: The successful candidate will be informed in writing immediately after the decision of the review panel is made in order to proceed with the assignment the following day. Number of working days at home will be included within the contract after certification from the supervisor.