



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18 November 2019

Reference: LBN/CO/IC/173/19

Country: Lebanon

Description of the assignment: International Communications Advisor to the Resident Coordinator for Lebanon.

Project name: UN Resident Coordinator System – No. 116769.

Period of assignment/services: 40 working days over a period of six months, starting on 1 December 2019 – 31 May 2020.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **25 November 2019 at 11:59 PM Beirut Local Time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail Procurement.lb@undp.org. The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The position is located in the Office of the United Nations Resident Coordinator (RC) for Lebanon. The RC is the highest-ranking representative of the United Nations development system in Lebanon.

The Resident Coordinator system is focused on the advancement of sustainable development, leaving no one behind, and with the eradication of poverty in all its forms and dimensions as an overarching objective, consistent with the integrated nature of the 2030 Agenda for Sustainable Development.

Within this framework one of the core responsibilities of the RC is to lead and enhance, together with the UN Country Team, strategic communication that advances UN system efforts and collective results to promote the 2030 Agenda, including for national goals and priorities for sustainable development to generate positive public support and ownership.

In this context, the RC office is seeking a qualified candidate for a 6-month part-time consultancy as a senior communications advisor to the Resident Coordinator.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The consultant is expected to produce various high-quality and high-impact communication products. In particular, the consultant will undertake the following tasks:

- Propose contextualized and timely topics for opinion articles by the RC based on the country developments and in line with the global UN priorities, including the Agenda 2030 for Sustainable Development and the Sustainable Development Goals (SDGs);
- Develop and produce high-quality content for opinion articles, speeches, official remarks, compelling stories and other advocacy knowledge products that are targeted at specific key audiences;
- Engage with international media outlets to maximize the RC's outreach and secure RC's interviews with high-ranking journalists and prominent media outlets with a view to amplify the UN's overall messaging and relevance;
- Provide training sessions to UN staff members on communication-related skills, including speechwriting, OP-ED writing, public speaking, and impactful storytelling.

For additional information, please refer to ANNEX I – Terms of Reference

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

A first-level university degree in social sciences from an internationally accredited University, or academic institution of equivalent status.

II. Years of experience:

A minimum of 10 years of proven work experience in the field of journalism, including news generation, speech writing as well as other editorial and language-related functions.

III. Technical experience:

Ability to distil raw material into compelling stories and thematic pieces/opinion articles.

Creative writing skills, professional editorial skills, sensitivity to complex political contexts and profound knowledge of Middle Eastern issues in general and Lebanon's socio-economic and political context in particular.

IIV. Competencies:

A perfect command of written and spoken English (English must be the candidate's native language)

Computer software skills, including experience in website building platforms and video editing software programs.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

(I). Technical **Proposal**:

(i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**

(ii) **Explaining why** you are the most suitable for the work

(iii) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

5. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

The Contract will specify a daily fee, and monthly payments will be made to the awarded Individual Consultant as follows:

Daily Fee x Number of Days Worked per Month = Monthly Payment

In this respect, the consultant shall take into consideration the following:

- A daily working fee must be all inclusive;
- An IC time sheet must be submitted by the Contractor.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the format of Appendix a - Annex III.

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.

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none">• <i>Educational background:</i> A first-level university degree in social sciences from an internationally accredited University, or academic institution of equivalent status..		10
<ul style="list-style-type: none">• <i>Technical experience:</i> A minimum of 10 years of proven work experience in the field of journalism, including news generation, speech writing as well as other editorial and language-related functions.		20
<ul style="list-style-type: none">• <i>Technical experience:</i> Ability to distil raw material into compelling stories and thematic pieces/opinion articles. Creative writing skills, professional editorial skills, sensitivity to complex political contexts and profound knowledge of Middle Eastern issues in general and Lebanon's socio-economic and political context in particular.		30
<ul style="list-style-type: none">• <i>Language:</i>		10

A perfect command of written and spoken English (English must be the candidate's native language)		
<i>Financial (Lower Offer/Offer*100)</i>	<i>30%</i>	<i>100</i>
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

How to apply:

The consultancy is open for all international consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. Annex 3 (Offerors Letter) and
3. Financial proposal

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all documents.

Incomplete applications will not be considered.

ANNEXES

ANNEX I - TERMS OF REFERENCE (TOR)

ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS

ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE ASSIGNMENT.