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## **Re-Advertised - Terms of Reference UNOCHA Local Consultant**

**Post Title:** Support Role for Regional Consultations for the World Humanitarian Summit

**Level:** Local Consultancy

**Duration:** January- 31 July 2015-(140 days)

**Location/Duty Station:** UNOCHA Regional Office Suva, Fiji

### **1.0 Background on the WHS**

The United Nations Secretary-General announced in the margins of the General Assembly in New York in September 2013 his intention to convene the first ever World Humanitarian Summit in Turkey in 2016. The purpose of the Summit is to set the future agenda for humanitarian action and to make the global humanitarian system more effective, inclusive, and diverse – and overall, fit for the future.

Eight regional consultations will take place in the lead up to the Summit. The consultations will be an opportunity to discuss the summit's four thematic areas and identify solutions and recommendations to address future challenges with a wide array of stakeholders, including affected people, civil society, governments, regional bodies, UN organisations, the private sector, and others. Key findings and recommendations from the regional consultations will be critical in shaping the Secretary-General's report which will be presented ahead of the Summit.

### **1.1 Scope of Work**

The consultant will be based in OCHA's Regional Office for the Pacific (Suva) 6 months ahead of the Pacific regional consultations scheduled to take place from 30 June to 2 July 2015 in Auckland, New Zealand. His/ her work will focus on the following areas:

- Act as the Secondary focal point for the WHS secretariat (WHSS) in the Regional Office for the Pacific and support the Team Leader in the overall coordination and guidance preparing the Regional Consultations.
- Provide support to coordinate various stakeholder consultations in the lead up to the regional consultation.
- Support the WHS Thematic Team Coordinators (TTC) to review region-specific reports on the four WHS themes in preparation for pre-consultation meetings and the regional consultation.
- Assist in drafting, compiling and coordination of region-specific documents (such as, stakeholder analysis, background documents, among others) in preparation for the regional consultation.
- Support the drafting of the co-chair's summary and the final report from the regional consultation.
- Support to the Regional Office on the organisation of the regional consultation including designing of the consultation and thematic workshops, input on participation, among other key areas.
- Support Coordinator in managing the Regional Steering Group.
- Other functions deemed essential to ensure the success of the regional consultation.

### **1.3 Experience and Qualifications**

- Strong analytical, research and writing skills. Strong knowledge of or experience in the humanitarian multilateral system.
- Demonstrated drafting skills.

- Expertise in event management and organization with a wide array of different humanitarian and development stakeholders (UN organizations, Regional Organizations, NGOs, Member States, affected population).
- Minimum 3 years of experience in humanitarian affairs, emergency preparedness and response, crisis/emergency relief management, rehabilitation, development or other related area.
- Excellent communication skills - Written and Verbal English language required.
- Minimum Diploma in Communication and Management or equivalent

#### 1.4 Price Proposal

Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

#### 1.5 Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

#### 1.6. Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

<b>Qualification:</b> Minimum Diploma in Communication and Management or equivalent	10%
<b>Experience:</b> <ul style="list-style-type: none"> <li>▪ Minimum 3 years of experience in humanitarian affairs, emergency preparedness and response, crisis/emergency relief management, rehabilitation, development or other related area.</li> <li>▪ Strong analytical, research and writing skills. Strong knowledge of or experience in the humanitarian multilateral system.</li> </ul>	20%
<ul style="list-style-type: none"> <li>▪ Demonstrated drafting skills.</li> <li>▪ Expertise in event management and organization with a wide array of different humanitarian and development stakeholders (UN organizations, Regional Organizations, NGOs, Member States, affected population).</li> <li>▪ Excellent communication skills - Written and Verbal English language required.</li> </ul>	20%
<b>Written Test</b>	20%
<b>Financial</b>	30%
<b>Total</b>	100%

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation. Written Test will be required.

#### 1.7 Reporting:

Weekly reporting to the Pacific WHS Team Leader

## 1.8 Payment Schedule

Monthly lump sum payment

## 1.9 Resources Provided

OCHA ROP will provide office space, pre-paid sim card, travel cost DSA and terminals for official travel outside the duty station during the assignment.

## 2.0 Submission

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

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or [P11](#)**, 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.
- **Financial proposal**, as per template provided in Annex II.

Incomplete proposals may not be considered. Failure to submit these documents may result in disqualification of proposal.

## Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – Applicant’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

Relevant templates can be obtained from the UNDP Fiji website under the procurement section: [www.fj.undp.org](http://www.fj.undp.org).

Completed proposals should be submitted to [procurement.fj@undp.org](mailto:procurement.fj@undp.org) no later than 3<sup>rd</sup> February 2015.

For any clarification regarding this assignment please write to [procurement.fj@undp.org](mailto:procurement.fj@undp.org)

Note: Only Fiji nationals and those holding valid Fiji work permits can apply. Women candidates are encouraged to apply.