



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE:	Communications Consultant - Adaptation to Climate Change
AGENCY/PROJECT NAME:	BPPS/UNDP/GEF/ NAP-GSP
COUNTRY OF ASSIGNMENT:	Bangkok-based with possible travels to countries relevant to the assignment
DURATION OF CONTRACT:	1 May 2015 – 30 April 2016

1) GENERAL BACKGROUND

The Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan. BPPS's staff provides technical advice to Country Offices; advocates for UNDP corporate messages, represents UNDP at multi-stakeholder for including public-private dialogues, government and civil society dialogues, South-South and triangular cooperation initiatives, and engages in UN inter-agency coordination in specific thematic areas.

As the UN system's development program and a GEF Implementing Agency since 1991, UNDP also supports countries in addressing development, climate, and ecosystem sustainability in an integrated manner. UNDP-GEF offers countries highly specialized technical services for eligibility assessment, program/project formulation, due diligence, mobilization of required co-financing, project implementation oversight, results management and evaluation, performance-based payments and knowledge management.

In 2001, during COP-7 (Marrakesh), the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) established a work program to support Least Development Countries (LDCs) in addressing a number of priority needs (decision 5/CP.7). Of the six elements of this "LDC work program", priority was given to support the preparation and implementation of NAPAs. At COP-17 in 2011 (Durban), it was recognized that insufficient progress has been made on the remaining elements of the LDC work program and that specific support was required to enable LDCs to participate more effectively in the UNFCCC process. Subsequent COP guidance has requested the GEF, through the Least Development Countries Fund (LDCF) to also support the remaining elements of the LDC work program (decisions 5/CP.144 and 5/CP.165).

UNDP, in partnership with a number of UN Agencies, is supporting countries advance on their National Adaptation Plan (NAP) processes through several global support programmes (GSPs) to mainstream climate change concerns into key sectoral planning and budgeting processes. UNDP's support to countries on their NAP processes, especially to LDCs and other developing countries is highly visible among technical assistance programmes that are currently active. Further, UNDP, in partnership with UNEP has also recently launched a project aimed at increasing the capacities of negotiators from Least Developed Countries (LDCs), "Building capacities for LDCs to participate effectively in intergovernmental climate change processes".

In this context, UNDP-GEF will require the services of Communications Consultant to conduct work described below.

2) OBJECTIVES OF THE ASSIGNMENT

The Communications Consultant is expected to work with the UNDP-GEF/Climate Change Adaptation Team globally to design/ prepare/ produce communication materials to raise awareness on and increase access to information relevant to the projects and programmes outlined in this terms of reference. This includes:

- National Adaptation Plan Global Support Programmes (funded by LDCF, SCCF and BMUB)
- "Building capacities for LDCs to participate effectively in intergovernmental climate change processes"
- Adaptation Projects financed by the LDCF/SCCF/AF

3) SCOPE OF WORK

The Communications Consultant will undertake the following tasks:

- Provide photographic coverage of the work and events associated with the projects referenced in this TOR, and all other events as required
- Working with UNDP-GEF financed Project Staff as well as Regional Technical Advisors (RTAs), develop photo-stories of specific projects or beneficiaries for the work of Green Low Emission and Climate Resilient Development (GLECRD) Asia/Pacific Regional team
- Lead the editing, selection and captioning of all photos for accession into the UNDP-GEF database system and Adaptation Learning Mechanism websites
- Troubleshoot all technical issues in electronic files for web and on-screen viewing graphic linking, file size and venue execution
- Lead content development, management and design of various publicity materials; namely, websites, brochures, short stories and the like;
- Update, design, and develop project related brochures
- Provide support to Country teams in preparing/updating communication materials and organize media training workshops where needed
- Provide technical support to country programmes in producing and editing photo stories, documentaries, flip cam videos and other audio-visual materials
- Assist in collecting most significant change stories to support annual reporting and editing/popularizing project specific and related news updates
- Working with Regional Technical Advisors (RTAs), look at opportunities to publicise the achievements of the projects thorough UNDP media contacts and focal points
- Update content and improve user-friendliness of the Adaptation Learning Mechanism websites:
- Maintain close contact with media outlets to ensure speedy dissemination and widest possible usage of UN photos; and to arrange for exchange of materials
- Any other tasks related to communication activities in regional and/or country level, where needed

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: 1 May 2015 – 30 April 2016 for a maximum of 200 working days

Duty Station: Bangkok, Thailand with possible travels to other locations where relevant to the assignment. Destination shall be assigned and approved prior to travel.

5) FINAL PRODUCTS

- At least 12 Photo stories of specific projects or beneficiaries for the work of the UNDP-GEF CCA portfolio
- Video products, at least 6 pieces per year to highlight the results of the UNDP-GEF CCA portfolio
- Produce at least 6 publicity materials; namely, brochures, fact sheet, photobook and the like
- Photo database organized and updated of the Adaptation Learning Mechanism websites
- Photo edited of successful stories on CCA websites
- Other visual materials support
- Delivered media training at workshops

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The Communications Associate will work under direct supervision of the Head- Climate Change Adaptation (Global), BPPS/UNDP-GEF, and/or his designate.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- University degree in development studies, environment management, communications & media or related fields
- Proven relevant work experience in environment issues preferably
- At least 5 years of experience in photographic shooting and editing. International experience would be an advantage.
- Must have experience providing photo coverage in the field
- Substantial and diverse knowledge in all areas of photography; familiarity with the art photo content, presentation formats and equipment
- Experience in handling of database management system for projects
- Strong interpersonal skills. Capacity to establish and maintain teamwork, to work within a team and effective working relationships with people of different cultural backgrounds
- Advanced expertise with graphics software such as Photoshop, Illustrator, InDesign, Acrobat etc. Fully proficient in common computer applications and those for web content development and video & photo editing.
- Interested in environment issues and in managing knowledge and information
- Work experience in an international organization is an advantage, as is knowledge of UNDP projects and policies

8) REVIEW TIME REQUIRED

The Head- Climate Change Adaptation (Global), UNDP APRC, will review the work and the products produced by the Regional Photographer / Communication Associate on a monthly basis before salary disbursement.

The review time is 5 days before the end of each month.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

- ☐ NONE
- ☒ PARTIAL
- ☐ INTERMITTENT
- ☐ FULL

The assignment requires partial presence on UNDP premises for coordination with Green, Low-emission and Climate-resilient Development (Green LECRD) Asia-Pacific team and respective Country teams.

10) PAYMENT TERMS

Please indicate any special payment terms for the contract.

- ☐ Hourly
- ☒ Daily
- ☐ weekly

The consultants will be paid on a monthly basis, based on an agreed work plan and upon submission of timesheet.