



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 25 March 2015

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**Country:** Bangkok Regional Hub, Thailand

**Description of the assignment:** Communications Consultant

**Project name:** Adaptation to Climate Change

**Period of assignment/services (if applicable):** 1 May 2015-30 April 2016 (maximum 200 working days)

Proposal should be submitted by email to [brh.gef.procurement@undp.org](mailto:brh.gef.procurement@undp.org) no later than **8 April 2015**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Bangkok Regional Hub will respond in writing or 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.

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### 1. 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. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

### **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

### **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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### **Educational Qualifications:**

- University degree in development studies, environment management, communications & media or related fields.

#### **Experience:**

- At least 5 years of experience in photographic shooting and editing. International experience would be an advantage
- Proven relevant work experience in environment issues is an asset
- 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

**Language requirement:** Fluency of English is required.

#### 4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

**Contract Duration:** 1 May 2015 – 30 April 2016 (maximum of 200 working days)

**Duty Station:** Bangkok, Thailand with possible travels to other locations where relevant to 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 workshop

#### 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

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

#### 7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

##### Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

1. **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
2. **P11** and CV, 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.
3. **Financial proposal** (daily rate in USD), as per template provided in Annex II.

Incomplete proposals may not be considered.

#### Annexes

1. Annex I - Individual IC General Terms and Conditions
2. Annex II - Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

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

### 8. FINANCIAL PROPOSAL

#### Professional Fee;

**The contract will be based on daily fee**

The financial proposal will specify the **daily fee in USD**. The payments will be made to the Individual Consultant based on approved timesheet on a monthly basis and upon completion of the deliverables.

**To submit Financial Proposal, please use Template of Submission of Financial Proposal provided in Annex I.**

**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. EVALUATION

Individual consultants will be evaluated based on cumulative analysis. The award of the contract will 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. Financial score shall be computed as a ratio of the proposal being evaluated and the lowest process proposal received by UNDP for the assignment.

\* Technical Criteria weight; 70%

\* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 350 technical points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>	70%	500
Qualification and skills required	30%	150

Years of relevant work experience and expertise	40%	200
Specific knowledge on database management and projects system	15%	75
Availability	15%	75
<u>Financial</u>	30%	100