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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference: PN/FJI-002-16

**Consultancy Title:** Program Specialist (International)  
**Project Name:** WHS Regional Steering Group (Pacific) Programme  
**Period of assignment:** 22 February 2016 to 17 June 2016  
**Duty Station:** Suva, Fiji

Consultancy Proposal should be mailed to C/-UNDP Fiji MCO, Private Mail Bag, Suva, Fiji or sent via email to [procurement.fj@undp.org](mailto:procurement.fj@undp.org) no later than 11th February, 2016 (5.00 pm Fiji Time) clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP 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. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted.

### 1. BACKGROUND

Over the past two years, the United Nations Office for the Coordination of Humanitarian Affairs has supported preparations for the first-ever World Humanitarian Summit to be convened by UN Secretary-General Ban Ki-moon for 23-24 May 2016 in Istanbul, Turkey. Organized with the purpose of setting a forward-looking agenda to ensure that the humanitarian system is fit for purpose in responding to emerging challenges

### 2. SCOPE OF WORK

The consultant will be required to provide technical support the preparation of proposals, and organization of roundtables and/or side events for the Istanbul Summit. The consultant will also manage logistics for the Pacific delegation and build momentum around the region's priority issues for the Summit. Facilitating the work of the Pacific RSG, including by acting as the group's secretariat. Refer to Annex 1 - [Terms of Reference](#) for details.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

#### Qualifications:

- A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

#### Experience:

- Expertise in conference management and organization with a wide array of different humanitarian and development stakeholders (NGOs, Member States, Affected Population).
- 3-5 years of experience in humanitarian affairs, emergency preparedness and response, crisis/emergency relief management, rehabilitation, development or other related area.

#### Competencies:

- Professionalism

<p>Effective Planning and Organising skills</p> <ul style="list-style-type: none"> <li>• Effective communication skills and proven leadership capacity</li> <li>• Ability to work in multi-cultural, multi-disciplinary environments</li> </ul>

#### 4. EVALUATION CRITERIA

<p><b>Evaluation Criteria:</b></p> <p><u>Cumulative analysis</u></p> <p>The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:</p> <p>When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:</p> <p>a) responsive/compliant/acceptable, and</p> <p>b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.</p> <p>* Technical Criteria weighting; 70%</p> <p>* Financial Criteria weighting; 30%</p> <p>Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.</p>		
<b>Criteria</b>	<b>Points</b>	<b>Percentage</b>
<b>Qualification</b>		<b>10%</b>
Advanced university degree (Master's degree or equivalent) in political science, social science, public administration, international studies, economics, engineering, earth sciences or a related field.	10	
A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.		
<b>Experience</b>		<b>50%</b>
3-5 years of experience in humanitarian affairs, emergency preparedness and response, crisis/emergency relief management, rehabilitation, development or other related area.	10	
Demonstrated analytical, research and writing skills. Strong knowledge of and experience in the humanitarian multilateral system	15	
Expertise in conference management and organization with a wide array of different humanitarian and development stakeholders (NGOs, Member States, Affected Population).	10	
Experience in conference management and organization with humanitarian and/or development stakeholders (NGOs, Member States, affected population) at the international level will be an asset. Familiarity with and previous experience working on the WHS at the regional and/or global level is desired.	15	
<b>Competencies</b>		<b>10%</b>

<ul style="list-style-type: none"> <li>• Excellent writing and oral skills in English</li> <li>• Strong analytical skills</li> <li>• Ability to interpret results and make recommendations.</li> <li>• Effective communication skills and proven leadership capacity</li> <li>• Ability to work in multi-cultural, multi-disciplinary environments</li> <li>• Demonstrated project management skills and ability to coordinate and manage cooperative research undertakings</li> <li>• Ability to work under tight deadlines</li> <li>• Sound negotiation and representational skills</li> </ul>	10	
<b>Technical Criteria</b>		70%
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>		30%
<b>Total</b>		<b>100%</b>

## 5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING CONSULTANCY PROPOSALS

Offerors must send the following documents.

- i) **Signed P11 form including names of at least 2 referees**
- ii) **Cover letter setting out:**
  - How the proposer meets the qualifications and experience required.
- iii) **Completed template for confirmation of Interest and Submission of Financial Proposal**  
*(Financial Proposal which includes breakdown of professional fees. Travel expenses to and from home and duty station (economy class) plus living expenses at the duty station and any other miscellaneous cost that may be incurred during the duration of the consultancy, if applicable.)*

*The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website ([www.fj.undp.org](http://www.fj.undp.org))*

# Annex 1- Terms of Reference

## Consultancy -WHS Regional Steering Group (Pacific) Programme

Deadline for applications: 11 February 2016

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**Background:** Over the past two years, the United Nations Office for the Coordination of Humanitarian Affairs has supported preparations for the first-ever World Humanitarian Summit to be convened by UN Secretary-General Ban Ki-moon for 23-24 May 2016 in Istanbul, Turkey. Organized with the purpose of setting a forward-looking agenda to ensure that the humanitarian system is fit for purpose in responding to emerging challenges, OCHA has worked with the WHS secretariat (an inter-agency body hosted by OCHA and supported by administered by UNDP) to organize, as part of the preparatory phase:

- Eight (8) regional consultations, covering (i) West and Central Africa; (ii) North and Southeast Asia; (iii) Southern and Eastern Africa; (iv) Europe and Other; (v) Middle East and North Africa; (vi) Latin America and the Caribbean; (vii) Pacific; and (viii) South and Central Asia;
- A number of industry-specific and thematic consultations, with expert working groups preparing thematic reports;
- Global online consultations; and
- A global consultation held in Geneva, Switzerland on 14-16 October 2015.

Notably, for each of the eight regional consultations, an multi-stakeholder Regional Steering Group (RSG) was formed and supported by OCHA's respective regional office(s) to advise on the substantive and logistical aspects of organizing the regional consultation. As many of the influential members of these RSGs have demonstrated continued commitment to supporting the WHS process in the final months leading up to the Summit in May 2016, OCHA will continue to facilitate the work of the RSGs in the interim. In the Pacific, this group will collaborate with the OCHA Regional Office for the Pacific (ROP), in liaising with other RSGs with similar interests heading into the Istanbul Summit.

In order to support the Pacific RSG in the lead up to Istanbul, OCHA ROP will recruit a Consultant, to be based in Suva, Fiji. Their main work will be to manage logistics for the Pacific delegation and build momentum around the region's priority issues for the Summit.

**Organizational setting and reporting relationships:** While administered by UNDP, the position will be based in Suva, Fiji and functionally report to the OCHA Regional Office for the Pacific Head of Office. The consultant will work closely with staff in OCHA ROP, the Regional Steering Group, participating governments, NGOs and civil society in the region to ensure a broad representation of Pacific interests at the Istanbul event.

**Responsibilities:** Within delegated authority, the consultant will be responsible for the following duties:

- Analysis of regional priorities, as highlighted by the WHS regional consultations for the Pacific, and cross-referencing these against the recommendations and action areas outlined in the WHS Global Consultation Final Report (issued in Jan 2016) and the Report of the UN Secretary-General on the World Humanitarian Summit (expected to be released in February 2016);
- Managing logistics for the Pacific delegation and building momentum around the region's priority issues for the Summit.
- Mobilizing and coordinating regional advocacy and outreach efforts via the networks accessed and/or managed by diverse members of the Pacific RSG;
- Supporting the preparation of proposals, and organization of roundtables and/or side events for the Istanbul Summit.
- Facilitating the work of the Pacific RSG, including by acting as the group's secretariat;
- Identification of potential public information opportunities to raise the profile of Pacific issues ahead of the Summit.
- Other duties as required.

**Work implies frequent interaction with the following:**

- Staff at all levels within OCHA in New York, Geneva, and Suva, as well as the offices of partner UN agencies in other Pacific centres.
- Members of the multi-stakeholder Pacific Regional Steering Group, including representatives of Member States, Regional Organizations, international and national non-governmental organizations, the private sector and academia.

**Results Expected:**

- A strong Pacific attendance at the Istanbul Summit
- Coherent analysis of regional issues, with appropriate prioritization among them to identify those of greater importance for the region as a whole.
- Timely and effective communication with the Pacific RSG in preparation of and follow up to their meetings, including production of agendas, briefing notes, minutes, and other documentation.
- Development and effective implementation of a regional outreach and advocacy strategy for the WHS.
- Well-organized and well-attended roundtables and side events featuring priority issues for the Pacific in Istanbul.
- Drafting of an RSG action plan in follow-up to the WHS in Istanbul, if agreed with the Pacific RSG.
- Lead on the development and organization of any Pacific side-events at WHS in Istanbul.

**Competencies:**

- **Professionalism:** Knowledge of a range of humanitarian assistance, emergency relief and related human rights issues, including approaches and techniques to address difficult problems. Analytical capacity and in particular the ability to analyze and articulate the humanitarian dimension of issues which require a coordinated UN response. Ability to identify issues and judgment in applying technical expertise to resolve a wide range of problems. Ability to conduct research, including ability to evaluate and integrate information from a variety of sources and assess impact on the humanitarian rights situation in assigned country/area. Ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery); ability to provide guidance to new/junior staff. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**Payment Schedule**

Payment will be done on a monthly basis according to the agreed daily rates. This assignment is preparation for the Final summit in May, the results expected or deliverables will be ongoing till the end of contract.

**Language:** Verbal and written fluency in English is required. Knowledge of another UN official language is an advantage.

**Other:** Experience in conference management and organization with humanitarian and/or development stakeholders (NGOs, Member States, affected population) at the international level will be an asset. Familiarity with and previous experience working on the WHS at the regional and/or global level is desired.  
Previous working experience in strategic communication is desired.