



**INDIVIDUAL CONSULTANT
PROCUREMENT NOTICE
OSO COMMUNICATIONS STRATEGY 2016-2017**

Communications Consultant, BMS/OSO

Date: 10 May 2016

Location: UNDP, New York
Expected start date: 1st July 2016
Project name/number: OSO COMMUNICATIONS STRATEGY 2016-2017
Period of assignment: 12 months

Description of the assignment:

The purpose of this procurement exercise is to contract a consultant who will work with the PSU and ASD teams to manage the communications needs of the office. The goal is to complete the projects as outlined in the Procurement Strategy 2015-17; highlight the needs and initiatives of ASD, including the new travel solution, and to ensure that OSO units actively communicate their progress and accomplishments as well as new policies, tools, systems and initiatives to Central and Regional Bureaus and Senior Management.

- Online applications must be submitted **no later than 27 May 2016** using this link: http://jobs-admin.undp.org/cj_view_job.cfm?job_id=66203
- The following documents **must be uploaded** to the online application:
 - Cover letter
 - A two-page proposal
 - CV/P-11 form: Template attached in Annex 1.
- **Note: The above documents need to be scanned in one file and uploaded to the online application**
- Shortlisted candidates (ONLY) will be requested to submit a Financial Proposal. Upon receipt of this request from UNDP, the Financial Proposal is to be emailed to cpu.bids@undp.org

1. BACKGROUND

The United Nations Development Programme (UNDP) operates under a decentralized business model, where procurement is delegated to over 170 Country Offices, Regional Bureaus, Regional Offices, and Headquarter Unites within and outside of New York, who are all responsible for the results and management of procurement business processes in accordance with the established procurement policies, processes and procedures. UNDP procurement has experienced explosive growth in the past ten years, with its portfolio totaling over US\$3 billion, making UNDP one of the three largest procurement organizations in the UN.

The Office of Sourcing and Operations (OSO), based at UNDP Headquarters under the Bureau for Management Services (BMS), provides the overall direction and guidance for UNDP's procurement activities and administrative services. OSO requires a Communications Consultant to support the communications needs of the office, which was recently expanded to include administrative services, travel and facilities, and deliver the communications objectives under the Procurement Strategy 2015-2017 and other key OSO initiatives.

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

The consultant is required to:

- Manage OSO POPP content, including new policies and overall improvements to language, structure and readability.
- Prepare Executive Board material on behalf of UNDP, UNFPA and UNOPS – including the Report on Joint Procurement Activities.
- Revise large sections of the OSO Intranet and Internet sites with new policies, templates and other material to improve functionality and user-friendliness.
- Manage the migration of OSO Intranet content to the new BMS-mandated platform.
- Create standard presentations and talking points for OSO staff to deliver at donor events and other external opportunities to promote doing business with UNDP.
- Draft good news stories to highlight the role of sourcing as a development tool and enabler of development results.
- Draft and implement effective communications tools for operations policies (especially newly issued ones), aimed at facilitating the learning curve of users.
- Advise on the format, design and content of information materials – and create these materials – including OSO printed brochures (Annual Report and others), in accordance with UNDP Communications standards and best industry practices.
- Create UNDP-wide web content and other OSO online material to promote key procurement processes and project areas.
- Continuously implement the communications projects in the 2015-2017 Procurement Strategy.
- Produce comprehensive guides to PSU and General Operations projects / areas of work – highlighting these functions and achievements to internal and external audiences (e.g. GPU services, sustainable procurement, eTendering and others).
- Develop a communications strategy for the collaborative vehicles project and deliver objectives as identified.
- Submit material (including future proofing paper) to the UNOPS Annual Statistical Report on Procurement.
- Prepare and launch a newly-designed Global Delivery Portal, showing consolidated, real-time procurement data for UNDP projects.

For a detailed list of deliverables please see the Terms of Reference (TOR) attached.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree in Business Administration, Media Relations, Journalism, International Relations or their equivalent.

II. Years of experience:

- At least five (5) years of relevant experience at the national or international level in public relations, communications, journalism or advocacy.
- Previous experience in the UN or UNDP is an advantage.
- Experience in the usage of computers and office software packages, good knowledge and experience in handling of web-based management systems.

III. Language:

- Fluency in English is required;
- Working knowledge of any additional UN language is an asset.
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IV. Competencies:

- Ability to implement effective communications strategies to a diverse and multi-cultural audience.
- Demonstrated ability to write and communicate verbally with accuracy and professionalism.
- IT and website management skills.
- Strong analytical and research skills.
- Demonstrated ability to meet deadlines and work under pressure.
- Strong client orientation, knowledge-sharing and people skills.
- Demonstrates openness and adaptability to change and ability to manage complexities.
- Responds positively to critical feedback and differing points of view.
- Strong sense of corporate responsibility, results-orientation, and team spirit.

3. PAYMENT MODALITIES

- The successful consultant will receive a Lump Sum Amount Contract, based on outcomes, which shall be all inclusive. The contract price is fixed regardless of changes in the cost components and should include all related expenses including all living allowances required to perform the demands of the TOR, related benefits and insurance.
- Payment is based only upon the certification and acceptance of the monthly reports received
- Full time, Monday-Friday, for 12 months. Given the time sensitivity of deliverables and deadline outside of OSO's control, work should not be interrupted.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Qualified and interested individual consultants are hereby requested to apply using this link:
http://jobs-admin.undp.org/cj_view_job.cfm?job_id=66203

The application package containing the following documents/information should be uploaded to online application (**to be uploaded as one file**):

A. Proposal:

- (i) Cover letter: brief description of why the Offeror considers her/himself the most suitable for the assignment; and
 - (ii) A two-page methodology on how the Offeror will approach and conduct the work including a Work Plan and approach in delivering the required outputs within three months period.
- B. Personal CV or UNDP P-11 Form, indicating past experience from similar projects and specifying the relevant assignment period (from/to), as well as the email and telephone contacts of at least three (3) professional references.

Note: The above documents need to be scanned in one file and uploaded to the online application as one document.

5. FINANCIAL PROPOSAL

Shortlisted candidates (**ONLY**) will be requested to submit a **Financial Proposal**:

The financial proposal should specify an all-inclusive lump sum fee (including all costs like professional fees, travel costs, living allowances, communications, consumables, etc. required to perform the demands of the TOR, as well as related benefits and insurance costs, that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal).

If the Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under a Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

6. EVALUATION

Applicants are shortlisted based on Required Skills and Experience stated in the TOR. Having reviewed applications received, UNDP will invite the top three shortlisted offerors for an interview. Please note that only shortlisted candidates will be contacted.

Applicants will be evaluated based on cumulative scoring. When using this weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Being responsive/compliant/acceptable.
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
- Technical criteria weight including Presentation/Interview Score (70%).
- Financial criteria weight/Financial Proposal (30%).

Only candidates obtaining a minimum of 70% (490 points) of the maximum obtainable points for the technical criteria (700 points) shall be considered for the financial evaluation.

Technical evaluation - Total 70% (700 points):

- At least five (5) years of relevant experience at the national or international level in public relations, communications, journalism or advocacy. **Weight = 40%; 200 points for the first 5**

years of experience, and 50 points for any additional year experience up to a maximum of 400 points;

- Previous experience in the UN or UNDP is an advantage. **Weight = 20%; Maximum Points:200;**
- Experience in the usage of computers and office software packages, good knowledge and experience in handling of web-based management systems. **Weight = 10 Maximum Points:100;**

Financial evaluation - Total 30% (300 points)

7. CONTRACT AWARD

The candidate obtaining the highest combined scores in the combined score of Technical and Financial evaluation will be considered technically qualified and will be offered to enter into contract with UNDP.

Any request for clarification must be sent by email to cpu.bids@undp.org

The UNDP Central Procurement Unit will respond by email and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

ANNEXES

ANNEX 1 – TERMS OF REFERENCE (TOR)

ANNEX 2 - UNDP P-11 Form for ICs

ANNEX 3 - IC Contract Template

ANNEX 4 – IC GENERAL TERMS AND CONDITIONS