

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 19 July 2016

Country: Bangkok Regional Hub, Bangkok, Thailand

Description of the assignment: NAP Communication Specialist

Duty Station: Home based with no travel

Project name: UNDP/BPPS/NAP-GSP/ Expanding the Ongoing Support to Least Developed Countries (LDCs) with country-driven processes to advance National Adaptation Plans (NAPs)

Period of assignment/services (if applicable): 10 August 2016 - 31 January 2017

Please click on the link below to apply:

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=67421

1. BACKGROUND

For UNDP, adaptation to climate change means climate-resilient economic development and sustainable livelihoods, especially for vulnerable populations – the poor, women, and indigenous peoples. UNDP supports these goals by assisting over 80 countries to integrate current and future climate risks and uncertainties into national and sub-national development efforts. UNDP works with governments, the private sector, communities, and other partners to build responsive state institutions and public policies; strengthen public and private sector capacities to manage climate change risks and uncertainties; and formulate, finance and implement climate-resilient initiatives.

Together with partners, UNDP supports climate change risk management in the context of agriculture and food security, water resources, coastal zone development, public health, and climate change-related disaster risks. To finance this work at the national, sub-national and community levels, UNDP helps countries secure climate change adaptation finance that is available through vertical funds such as the Adaptation Fund, the Least Developed Countries Fund and the Special Climate Change Fund (both of which are managed by the Global Environment Facility, GEF), Green Climate Fund, as well as other multilateral and bilateral sources. Countries are supported to optimize the use of these public funds by also leveraging and catalyzing private finance for adaptation.

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

Objective:

The UNDP Adaptation Portfolio requires a communications specialist to provide increased visibility to Adaptation Portfolio outputs and impact, especially in the context of supporting countries to mainstream climate change into national planning, highlighting stakeholder engagement (especially civil society, women's groups, youth, etc) and ensure integrated communications support for programme deliverables. This consultancy will enable increased publicity (via advocacy and communications) for the results and impact of UNDP's support to countries on climate change adaptation in lead up to the COP in Marrakesh. The support will be anchored in the National Adaptation Plans Programme, and will provide communications support as needed to other Adaptation Portfolio initiatives.

Scope of Work:

Under the guidance and supervision of the Head of Climate Change Adaptation, the consultant will provide the following:

- Identify and engage with communications officers, stakeholders and product champions in key target Countries to increase the visibility of the impact of the portfolio especially in the context of NAPs, and NAPA implementation in LDCs;
- Implement the global communications strategy for the Adaption Portfolio in line with the visibility guidelines of UNDP and programme donors and in coordination with the global network of communications focal points and specialists;
- Support the creation, packaging and distribution of key messages and communications products;
- Edit relevant Adaptation Portfolio publications and issues briefs;
- Support the creation and promotion of the Adaptation Portfolio press kits;
- Support the content creation and architecture of the Adaptation Portfolio webpage;
- Update the Climate Innovations Network (CIN) forum to expand reach and impact;
- Draft regular blogs as per requests from the Head-CCA;
- Support external communications as needed with press releases, factsheets, talking points, web updates, videos, virtual events and social media;
- Provide communications support at Adaptation Portfolio meetings, including managing virtual conferences/web streams, external communications, taking photos, reviewing communications material (website, press release, PowerPoint sharing) related to events.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Communication Specialist shall have the following qualifications:

Education:

- Bachelor's degree in Journalism, English or other closely related field.

Experience:

- At least 5 years relevant working experience in communications and international development or related field.
- Demonstrable communication products and editing, developmental editing, proofreading and copyediting from past assignments that showcase experience in producing large projects.
- Familiarity with international development and climate adaptation.
- Experience working with UNDP and familiarity with UNDP editorial guidelines and templates, is an asset.

Language requirements:

- Excellent English communication skills.

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

Contract Duration: : 10 August 2016 - 31 January 2017- maximum of 140 days

Duty Station: Home based.

The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment; The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, specific software, etc.) and must have access to a reliable internet connection

Expected places of travel: No Travel

5. FINAL PRODUCTS

Deliverables	Estimated Duration to Complete (days)
<ul style="list-style-type: none"> • Advisory Services and Technical Support <ul style="list-style-type: none"> ○ Work and engage with communications officers, stakeholders and product champions in key target Countries to increase the visibility of the impact of the portfolio ○ Support external communications as needed with press releases, factsheets, talking points, web updates, videos, virtual events and social media ○ Provide communications support at Adaptation Portfolio meetings, including managing virtual conferences/web streams, external 	30

Deliverables	Estimated Duration to Complete (days)
communications, taking photos, reviewing communications material (website, press release, PowerPoint sharing) related to events	
○ Draft regular blogs.	
• Implementation of the global communications strategy for the Adaption Portfolio in line with the visibility guidelines of UNDP and programme donors and in coordination with the global network of communications focal points and specialist.	20
• Key messages and communications products are created, packaged and distributed.	20
• The edited relevant Adaptation Portfolio publications and issues briefs	20
• The creation and promotion of the Adaptation Portfolio press kits	10
• The content creation and architecture of the Adaptation Portfolio webpage.	20
• The update Climate Innovations Network (CIN) forum to expand reach and impact	10
• Revision of graphic design and review for project factsheets.	10
Total	140

Review and approvals of all outputs from The Head of Climate Change Adaptation are required.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will be supervised by the Head of Climate Change Adaptation throughout the consultancy. He/she will work closely with the Lead Technical Specialist for the Global Support Programme for NAPs and other staff involved in the programme, UNDP Country Office staff and project counterparts as appropriate.

Review time required : 14 days

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:

- Letter of Confirmation of Interest and Availability using the template provided in Annex 2.

- Personal CV and 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 2.
- Brief description of why the individual considers him/herself as the most suitable for the assignment.
- Communication products and editing, developmental editing, proofreading and copyediting from past assignments that showcase experience in producing large projects.

Incomplete proposals may not be considered.

Annexes :

Annex I - Individual IC General Terms and Conditions

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

8. FINANCIAL PROPOSAL

Consultant must send a financial proposal based on daily fee.

Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

9. EVALUATION

Individual consultants will be evaluated based on the following methodology

Cumulative analysis

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and
- having received the highest score out of a pre-determined set of weighted technical (70%) and financial criteria (30%) specific to the solicitation.

Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment. 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
Education	10%	50
Working experience in communications and international development or related field	30%	150
Demonstrable communication products and editing, developmental editing, proofreading and copyediting from past assignments that showcase experience in producing large projects	30%	150
Familiarity with international development and climate adaptation.	10%	50
Experience working with UNDP and familiarity with UNDP editorial guidelines and templates, is an asset	10%	50

Good command of English both written and spoken	10%	50	
<u>Financial</u>	30%	100	

