



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 September 2018

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Interested, qualified and experienced individual consultant(s) are hereby invited to forward their applications for the assignment as detailed below.

**Office of the United Nations High Commissioner for Human Rights**

<b>Number of positions</b>	<b>: 1</b>
<b>Contract Type</b>	<b>: Individual Contract / Reimbursement Loan Agreement</b>
<b>Country</b>	<b>: South Africa</b>
<b>Description of the assignment</b>	<b>: Communications and Media Consultant</b>
<b>Estimated duration of assignment/services</b>	<b>: 11 weeks</b>
<b>Estimated contract commencement date</b>	<b>: 8<sup>th</sup> October 2018</b>

Proposal should be submitted by email to [procurement.za@undp.org](mailto:procurement.za@undp.org) no later than 30<sup>th</sup> September 2018 12:00 Midnight, South Africa time zone (GMT +02:00).

Any request for clarification must be sent by standard electronic communication to [procurement.enquiries.za@undp.org](mailto:procurement.enquiries.za@undp.org). UNDP will respond in writing or by standard electronic mail and will send responses, including an explanation of the query without identifying the source of inquiry, to all consultants.

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## 1. BACKGROUND

10 December 2018 is the 70<sup>th</sup> Anniversary of the Universal Declaration of Human Rights and the Office of the United Nations High Commissioner for Human Rights is collaborating with the Government of South Africa and civil society organizations to commemorate this important anniversary year which coincides with the Nelson Mandela and Albertina Sisulu centenaries as well as the 22<sup>nd</sup> anniversary of South Africa's Constitution which was signed into law on 10 December 1996.

The 70<sup>th</sup> anniversary of the UDHR (UDHR70) presents an opportunity to celebrate human rights achievements, address challenges in achieving human rights for all, and encourage new constituencies and audiences to join the human rights movement. In South Africa, it is an opportunity to commemorate the 70<sup>th</sup> Anniversary by reflecting on how the UDHR has changed and advanced the human rights landscape in South Africa, including through Nelson Mandela and Albertina Sisulu's centenary and legacy, and the signing of the Constitution into law on 10 December 1996. In this regard, a series of commemorative events which will culminate on International Human Rights Day on 10 December which includes the organisation of a high level panel will bring together a wide array of stakeholders in an interactive conversation on what the Universal Declaration of Human Rights means to South Africa as it also celebrates the centenary of its founding father, Nelson Mandela and the mother of the nation, Albertina Sisulu.

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

The national consultant will report to the Head of the Regional Office of the United Nations High Commissioner for Human Rights for Southern Africa and the Senior Seven Decades Campaign Manager. He/she will support the Office in the organization of the 2018 campaign to commemorate the UDHR70 and its convergence with the Nelson Mandela and Albertina Sisulu centenaries in South Africa. This will focus in particular on:

- Finalizing the concept note for the commemoration in consultation with key partners.
- Organizing and supporting commemorative events, including event management and logistics.
- Supporting UNCTs in southern Africa with the commemoration of UDHR70.
- Increasing the visibility and awareness of the planned events including through a communication strategy and the use of social and print media.
- Preparing communication materials, thought pieces and other knowledge outputs.
- Coordinating media engagements with local partners.
- Enhancing the brand recognition of UDHR70, organizing the production of promotional materials and exhibitions.
- Identify and secure engagement with local human rights icons (i.e. NGO leaders, activists, celebrities, advocates, etc.) to feature in social media postings.
- Liaising with UN partners, Government departments, national institutions, civil society, esteemed leaders, diplomatic community, media houses, etc.
- Act as OHCHR communications/media liaison in South Africa.

### 1. Deliverables

- Finalized concept note for the UDHR70 commemoration in South Africa.
- Finalized communications plan and events management plan for the UDHR70 commemoration in South Africa in coordination with partners and local stakeholders.
- Inputs provided to UNCTs on the commemoration of UDHR70.
- Events commemorating the UDHR70 organized.
- Individuals secured for social media campaign
- Production of public information materials, press releases, web content, social media content, and human-interest stories.
- Organization media interviews, media placements, OpEds, photography and video recordings.
- Report and short video summarizing key events, outcomes and recommendations.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic qualifications: Postgraduate university degree in journalism, public relations, marketing, communications or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: Minimum of seven years of professional experience in journalism, communications, public relations or events planning. Professional experience in outreach, communications, media relations in South Africa and proven ability to produce communication materials for different audiences. Ability to integrate gender perspectives into various assignments, ensuring the equal participation of men and women in all areas of work. Sound judgement in applying expertise to complex or sensitive issues. Demonstrated planning and organizational skills as well as interpersonal skills.

Language: fluency in English, excellent writing skills in English (spoken, written, public speaking and presentation), knowledge of other United Nations languages or local South African languages would be an asset.

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

Applicants are required to submit the following:

- i. Description of how the Service Provider is qualified and able to meet the requirements of the project detailed above, including a brief section on methods applied and lessons learnt in similar processes.
- ii. A proposed workplan for the Service Provider to accomplish the deliverables mentioned above in the timeframe stipulated in the budget section.
- iii. A detailed total budget broken down by deliverable.
- iv. Details of the Service Provider (individual or team), including relevant skills, experience and track record –short CV(s) must be included.
- v. Contact details of at least three current or recent clients, preferably in related work.
- vi. Examples of relevant recent research and writing that the consultant was personally responsible for conceptualising, researching, analysing and writing.

### 5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

**Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

## **6. EVALUATION**

### Lowest priced and technically compliant offer

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

- a) responsive/compliant/acceptable, and
- b) offering the lowest price/cost

“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

### **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**