

TERMS OF REFERENCE

Long Term Agreement

1. Position Information

Assignment Title	International Communication and Partnership Specialists
Cluster/Project:	Communications Unit
Post Level	Specialist
Contract Type:	Long Term Agreement (LTA)-up to two LTAs
Duty Station:	Home-based and occasionally present at UNDP and RCO Office
Expected Places of Travel	Certain project sides in provinces, Cambodia
Contract Duration:	Initial contract of one year from March 2019 to February 2020 (up to 150 days per year; possibility extension up to two years)

2. General Context

The vision of UNDP and RCO is to help Cambodia achieve inclusive and sustainable development.

As part of its work, UNDP and RCO produces communication and advocacy materials such as annual project reports, research and discussion papers, policy briefs, project briefs, op-eds, brochures, and pamphlets. These materials and activities are targeted toward partners in the government, private sector, donor community, and the general public in Cambodia. In addition to communication materials, UNDP conducts targeted communication outreaches through social medias, events, and campaigns.

In this context, UNDP Cambodia Country Office (UNDP CO) is looking to engage 02 International Consultants (One main LTA and One back up LTA) to work on activities related to communication and partnership to support UNDP and RCO.

The initial contract is for one (01) year with a possibility of extension for up to two (02) years, subjected to satisfactory performance and continuous needs of the services by the Country Office. The long-term agreement (LTA) is used by UNDP CO and its supported projects under the direct implementation modality. However, the LTA shall not guarantee an estimate volume of service and an obligation on its use by UNDP CO.

3. Scope of Work

Under the LTA, the International Communication and Partnership Specialists are to provide technical support for the UNDP Communication Team, and RCO Communication Team for the followings:

- **Formulation of communication and partnership strategies:**
 - o Develop concrete communication and partnership strategies/approaches /roadmaps for priority areas
 - o Facilitate due diligence (if necessary)
- **Organization of workshops/events/campaigns:**
 - o Develop communication and stakeholder engagement strategies for events/campaigns
 - o Develop multimedia communication materials for workshops/events/campaigns including producing speeches, media advisory, press release, social media content (content includes messages, infographics, photographs and short videos)

- **Development of strategic communication and media products:**
 - Develop outreach communication materials including brochures, pagers, project briefs, booklets, presentation, infographics, reports etc.
 - Develop opinion pieces (op-eds), human stories, blog posts, and short videos
 - Develop pieces of content for websites [rather than the blog posts and stories]

4. Final Products or Deliverables/Outputs

The individual contractors shall take sole responsibility for ensuring high-quality and accuracy of communication and media works. Any corrections and improvements shall be the responsibility of the individual contractors with no extra cost to UNDP CO. If the quality of products still does not meet UNDP standards or requirements, UNDP CO shall have the right to reject the work and payment shall not be settled until corrections and improvements are made at the satisfactory level. If the works are submitted late, 5% per day shall be deducted from the total cost.

All documents to be written under the scope of this ToR are subjected to strict confidentiality and shall not be disclosed to anyone else.

5. Institutional Arrangement

Overall supervision is provided by the Head of the Communications Unit of UNDP and Development Coordination Officer, Strategic Planning and RCO Team Leader of RCO respectively. The LTA holders work closely with and under the direct supervision of the service requesters in executing his/her assignment (technical focal points).

6. Duration of the Work

UNDP does not warrant that any quantity of the services will be purchased during the duration of the contract. The initial assignment is expected from March 2019 to February2020, with possible of extension up to two years based on the needs and satisfactory performance of the consultant. The proposed professional fee remains valid for two years.

7. Duty Station

Duty station is Phnom Penh Cambodia and home based. Consultant will shall travel to Phnom Penh on the basis of request. UNDP's project will bear actual cost (DSA, air ticket and terminal expenses in Phnom Penh) according to UN guidelines and rates, which are in addition to payment under the consultancy contract. The reimbursement of the associated costs will be made through F-10.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the Basic Security in the Field (BSIF) training.

(<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>) prior to travelling. CD ROMs must be made available for use in environments where access to technology poses a challenge.

8. Payment Milestones

The payment is made based on the actual number of days per each assignment agreed prior to each assignment is taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs). The number of days of each assignment is expected to vary. The payment is made based on the actual number of days per

each assignment agreed prior to each assignment is taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs).

The contractor can begin working only after a **purchase order (PO)** is issued to s/he each time a service is required and following discussion and agreement between the contractor and service requester. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original invoice. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed and signed by the head the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote only one rate of daily professional fee based on the approved table of daily fees. The rate shall be all inclusive and fixed during the contract period.

9. **Minimum Qualifications Requirement**

Education:	<ul style="list-style-type: none"> Bachelor's Degree (Master degree is preferable) in journalism, international relations, communication studies, international development, social sciences, or a related field
Experience:	<ul style="list-style-type: none"> A minimum of 05 years of professional experience with UNDP or other international organizations in communications, partnerships development or advocacy; prior working experience in Cambodia or the South East Asia region is a plus Prior experiences in development of strategic communication and outreach materials (e.g. speeches, op-eds, blogs, newspaper articles, interviews, stories), conducting events and campaigns.
Other Competency	<ul style="list-style-type: none"> Excellent writing, and communication skills along with high-level skills in Adobe Creative and online graphic design apps and in website design/editing/management A high degree of political and cross-cultural sensitivity; Time management (in managing deliverables) and organization skills
Language Requirement:	<ul style="list-style-type: none"> Fluency in written and oral English.

10. **Criteria for Evaluation of Level of Technical Compliance of Individual Contractor**

Technical Evaluation Criteria	Obtainable Score
A minimum of 5 years of professional experience with UNDP or other international organizations in communications, partnerships development or advocacy; prior working experience in Cambodia or the South East Asia region is a plus	30
Prior experiences in development of strategic communication and outreach materials (e.g. speeches, op-eds, blogs, newspaper articles, interviews, stories), and conducting events and campaigns. <i>(assessed by samples submitted by candidates)</i>	40
Excellent writing, and communication skills along with high-level skills in Adobe Creative and online graphic design apps and in website design/editing/management <i>(assessed by samples submitted by candidates)</i>	30