



Terms of Reference

Assignment Title:	Promoting Knowledge Exchange and Communications in support of REDD+
Type of Contract:	Individual Contract (International)
Duration:	40 days during (1 September – 31 December 2019)
Location:	Home-based with travel totalling up to 20 days within Myanmar

1. BACKGROUND

Project Title: Partnership between the Government of Italy and the United Nations Development Programme to support REDD+ implementation in critical Forested Countries

With support from the Italian Ministry of Environment, Land and Sea (IMELS), UNDP is implementing activities to catalyze donor support for REDD+ implementation in Myanmar.

Activity 5 under the agreed workplan is “Knowledge Management and Communications”. Through this activity, the aim is to gain an improved understanding of the linkages between climate change policies and multiple sustainable development objectives in the development of national low-carbon development pathways, including linking REDD+ to broader policy initiatives such as the Nationally Determined Contribution (NDC).

Some of the key outputs related to establishing such linkages are:

- Support on-going media engagement on communicating REDD+
- Support preparation for the National Validation Workshop for the REDD+ Strategy
- Tailor activities in the REDD+ Myanmar KM and Communications Strategy for effective, on-going communications with EAO’s and other ethnic groups
- Support the development of resource mobilization proposals (“REDD+ Investment Plan”) with international best practice.

UNDP is therefore recruiting an international individual consultant to provide the services described below.

2. SCOPE OF WORK

Working with the UN-REDD Communications Officer and Programme Coordinator and under the direction of the UN-REDD CTA:

- Design follow-up events to media training courses, focussing on building knowledge and capacities of editors;
- Identify and deliver knowledge requirements in support of the development of a GEF-7 project proposal on sustainable landscapes in Bago, and a possible GCF submission on networking Community Forests;
- Provide advice on design of a National Validation Workshop for the REDD+ Strategy, focusing especially on incorporation of lessons from other countries, and taking account of ethnic conflicts in Myanmar;
- Identify communications materials required to support the Validation Workshop and work with UN-REDD Comms Officer to plan for their production;
- Review Taskforce feedback on the revised REDD+ Myanmar KMC Strategy and identify specific activities and products required to support on-going engagement with EAO's following the consultation processes implemented by the Programme;
- Advise and support the UN-REDD Comms Officer in planning for the production of these materials;
- Working with the CTA, review plans for resource mobilization for National REDD+ Strategy implementation and advise on KMC resources required;

Advise and support the UN-REDD Comms Officer in planning for the production of these materials.

Approach

The Consultant will work under the direct supervision and guidance of the UN-REDD Chief Technical Advisor, with additional guidance from the UN-REDD Programme Coordinator in close collaboration with the Communications Officer.

The consultant will undertake most of the analyses described above through home-based work but will also identify design two missions to Myanmar to undertake more targeted analyses. The timing, duration and scope of each mission will be agreed with the CTA and Programme Coordinator. Mission costs, consisting of economy airfares to/from Nay Pyi Taw, any domestic travel required, terminal expenses and application DSA will be paid separately.

Roles and Responsibilities

The Consultant will:

- Regularly discuss progress and plans with the UN-REDD PMU, especially the UN-REDD Chief Technical Advisor;
- In response to guidance from the UN-REDD Chief Technical Advisor, identify specific knowledge and communications products required;
- Maintain a record of all verbal and written communications;
- Prepare bi-monthly reports on all activities and discuss with the UN-REDD Chief Technical Advisor (or designate)
- Communicate emerging lessons learned as soon as they become apparent.

Deliverables and Payment Schedule

- Bi-monthly progress reports.
- Specific knowledge and communications products as agreed with the Supervisor.
- Payment will be made, upon satisfactory delivery of the specified deliverables/outputs.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Estimated (%) of Payment	Review and Approvals Required
Upon submission 2 Bi-monthly progress reports according to the ToR & timesheet for actual working days	10 working days	30 September 2019	25 %	UN-REDD Chief Technical Advisor (or designate)
Upon submission 2 Bi-monthly progress reports according to the ToR & timesheet for actual working days	10 working days	31 October 2019	25 %	UN-REDD Chief Technical Advisor (or designate)
Upon submission 2 Bi-monthly progress reports according to the ToR & timesheet for actual working days	10 working days	30 November 2019	25 %	UN-REDD Chief Technical Advisor (or designate)
Upon submission 2 Bi-monthly progress reports according to the ToR & timesheet for actual working days	10 working days	31 December 2019	25 %	UN-REDD Chief Technical Advisor (or designate)

Information on working arrangements:

- Estimated level of effort including missions: 40 days;
- 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, etc.) and must have access to a reliable internet connection;
- The consultant will be supervised by the UN-REDD CTA;
- Payment will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked and outputs delivered.

Travel:

- Any necessary missions must be approved in advance and in writing by the Supervisor;
- The [Advanced and Basic Security in the Field II courses](#) must be successfully completed prior to commencement of travel;
- The Consultant is required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>
- The UN-REDD PMU will arrange domestic travel
- All related travel expenses (airfares, terminal expenses, accommodation) will be supported by the "Partnership between the Government of Italy and the United Nations Development Programme to support REDD+ implementation in critical Forested Countries" and will be reimbursed as per UNDP rules and regulations for consultants. Such costs should therefore not be included in the financial proposal.

Required skills and experience:

Education:

- Master's degree or higher in journalism, knowledge management, communications, or other closely related field.

Experience:

- At least 7 years of relevant work experience in areas such as environmental or natural resource knowledge management and communications, or related initiatives;
- Experience working in Myanmar; experience working on REDD+ is an asset.

Languages:

- Excellent oral and written communication skills in English is mandatory;

3. EVALUATION CRITERIA

- Offers received will be evaluated using a Combined Scoring method, where the qualifications of the Offeror will be weighted 70% (i.e. technical evaluation), and combined with the price offer, which will be weighted 30% (i.e. financial evaluation).
- Only candidates obtaining a minimum of 70 points in the Technical Evaluation will be considered for the Financial Evaluation.

Technical evaluation criteria

Criteria	Points (total: 100 points)
Master's degree or higher in journalism, knowledge management, communications, or other closely related field.	20
At least 7 years of relevant work experience in areas such as environmental or natural resource knowledge management and communications, or related initiatives;	40
Experience working in Myanmar; experience working on REDD+ is an asset.	20
Excellent oral and written communication skills in English is mandatory;	10
Ability to speak Myanmar is an asset.	10

- Financial Evaluation: All technically qualified proposals will be scored out of 30. The maximum points (30) will be assigned to the lowest financial proposal.