**-INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

**(*International or National Competition)***

Date: September 24, 2019

**REF NO.:** BBRSO81326

**Job Title:** Early Warning Systems (EWS) Communication Products Consultant

**Country:** Antigua and Barbuda

UNDP Barbados and the OECS – **Antigua and Barbuda**

**Description of the assignment:** The consultant will be contracted to coordinate the finalization of Antigua and Barbuda National Early Warning Systems (ABNEWS) communication products selected and based on the National Office of Disaster Services (NODS) communications work plan and timelines. The consultant’s role will be to transform existing resource materials into a more commercially palatable and user-friendly user-friendly product. These communication products should be gender sensitive, inclusive and take into consideration relevant social issues. The consultant will also assist in the coordination and implementation of multimedia and graphic and graphic design activities.

**Project name:** Strengthen integrated and cohesive preparedness capacity at a regional, national and community level in the Caribbean

**Period of assignment/services (if applicable):** 20 working days over the period from 21 October 2019 – 21 January 2020

1. **ADMINISTRATION**

To apply, interested persons should upload the **combined\*** *Technical Proposal/Methodology* (if applicable), *CV* and *Offeror’s Letter* to “UNDP Jobs” by navigating to the link below and clicking “APPLY NOW”, no later than the date indicated on the “UNDP Jobs” website. **Applications submitted via email will not be accepted\*\***: -

UNDP Job Site – <https://jobs.undp.org/cj_view_job.cfm?cur_job_id=87785> (cut and paste into browser address bar if the link does not work)

***\* PLEASE NOTE: The system allows the upload of one (1) document ONLY – if you are required to submit a Technical Proposal/Methodology, this document along with your CV/P11 and Offeror’s Letter, MUST be combined and uploaded as one.***

**NOTE:** The *Financial Proposal* **should not** be uploaded to “UNDP Jobs”\*\*.

**<IMPORTANT>**

**\*\***Please email the **password-protected** *Financial Proposal* to [**procurement.bb@undp.org**](mailto:procurement.bb@intranet.undp.org). The subject line of your email must contain the following: “***BBRSO81326 Financial Proposal – Your Name*”**

***If* the password for your Financial Proposal is required, it will be requested by the Procurement Unit**.

Any request for clarification must be sent in writing to [procurement.bb@undp.org](mailto:procurement.bb@undp.org) within three (3) days of the publication of this notice, ensuring that the reference number above is included in the subject line. The UNDP Barbados & the OECS Procurement Unit will post the responses\*\*\* two (2) days later, including an explanation of the query without identifying the source of inquiry, to: -

<http://procurement-notices.undp.org/view_notice.cfm?notice_id=59699> (cut and paste into browser address bar if the link does not work)

**A detailed Procurement Notice, TOR, and all annexes can be found by clicking the above link**.

\*\*\**UNDP shall endeavour to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary*

1. **BACKGROUND**

Natural hazards cause remarkable losses on the economic and social development of the communities and countries. Disaster preparedness and risk reduction need to be considered as a priority in building resilience and reducing human and economic losses, as well sustaining development investments.

The **"Strengthening integrated early warning systems for a more effective reduction of disaster risk in the Caribbean through knowledge and tool transfer"** project (EWS Phase 1) was part of the Disaster Risk Reduction project of the DIPECHO Action Plan 2017-2018 for the Caribbean, implemented by the United Nations Development Program (UNDP), the Caribbean Disaster Emergency Management Agency (CDEMA), and the International Federation of the Red Cross and the Red Crescent (IFRC), and funded by the General Directorate of Civil Protection and Humanitarian Aid of the European Union (DIPECHO).

The objective of the project was to improve early warning systems (EWS) for more effective Disaster Risk Reduction (DRR) in the Caribbean, specifically Antigua and Barbuda and to move toward the realization of a more integrated system, through concrete actions addressing existing gaps. This initiative seeks to emphasize the 4 components of EWS-and close priority gaps-at a national level, contributing to the integration of national and community EWS and addressing sustainability and national ownership of EWS.

As part of EWS Phase 1 project in Antigua and Barbuda, random surveys were conducted in vulnerable communities and a communications strategy was developed. The survey results highlighted that there were gaps in the understanding of early warning systems and components of Antigua Barbuda National Early Warning System (ABNEWS) were fragmented in awareness. Under the EWS Phase 2 project, the National Office of Disaster Services (NODS), in partnership with the United Nations Development Program (UNDP) will be focused at implementing components of the communications strategy including the launch of the Common Alerting Protocol (CAP) EWS software through public awareness and education.

The “**Strengthen integrated and cohesive preparedness capacity at a regional, national and community level in the Caribbean**” project (EWS Phase 2) supports concrete actions for an effective early warning system, as well as aims to improve information management and operational capacity for an improved Caribbean Regional Response Mechanism. Working with Antigua and Barbuda, Dominica, the Dominican Republic, Saint Lucia, Saint Vincent and the Grenadines and Cuba at a national and community level, and with regional early warning and response actors at the Caribbean level, United Nations Development Program (UNDP), the Caribbean Disaster Emergency Management Agency (CDEMA), United Nations Office for the Coordination of Humanitarian Affairs (OCHA), and the International Federation of the Red Cross and the Red Crescent (IFRC) are partnering with the General Directorate of Civil Protection and Humanitarian Aid of the European Union (ECHO) to reduce the risk of disasters in the region.

NODS hence seeks to implement a communications campaign, and in using slogans “Be Alert “ “#stayready” “#preparedcaribbean” promote awareness of early warning systems with an overall goal to promote Antigua and Barbuda’s National Early Warning System and provide information on comprehensive disaster risk management.

The consultant’s role will be to transform existing resource materials into a more commercially palatable and user-friendly user-friendly product. These communication products should be gender sensitive, inclusive and take into consideration relevant social issues. The consultant will also assist in the coordination and implementation of multimedia and graphic design activities.

**DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications, against which they will be evaluated (see section F):

1. Proposal:
   1. Explaining why they are the most suitable for the work
   2. *Provide a brief methodology on how they will approach and conduct the work (max 3 pages)*
2. Personal CV including experience in similar projects and at least 3 references
   1. *Evidence of previous similar work (at least 4 samples, either attached or links to online publication)*
3. Financial proposal
4. **FINANCIAL PROPOSAL**

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 diem, and number of anticipated working days).

1. **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 *Inidividual Consultant* 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.

1. **EVALUATION**

Individual consultants will be evaluated based on the following methodology:

* *Lowest price and technically compliant offer*

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

1. responsive/compliant/acceptable\*, and
2. offering the lowest price/cost

*\*”responsive/compliant/acceptable” can be defined as fully meeting the TOR provided*

Only candidates obtaining a minimum of **49 points** would be considered for the Financial Evaluation.

|  |  |  |
| --- | --- | --- |
| ***Criteria*** | ***Weight*** | ***Max. Point*** |
| *Technical* | **70** | **70** |
| * A first degree (or equivalent) in media/mass communications, and or marketing or 5 years’ experience in media/mass communications, and or marketing | 20 | 20 |
| * Previous experience conducting communication / social research | 15 | 15 |
| * Previous experience working with climate change or natural resource management initiatives | 10 | 10 |
| * Samples of successfully produced and diverse range of communications materials, from posters to full-length publications to TV/radio ads, including novel approaches for reaching a variety of audiences, including indigenous populations; | 20 | 20 |
| * In field knowledge of the target country to effectively have input into the cultural suitability of communication collateral developed | 5 | 5 |
| *Financial* | **30** | **30** |

1. **ANNEXES**

ANNEX I – TERMS OF REFERENCES (TOR) – separate TOR only provided for complex procurement; otherwise, see above

ANNEX II – GENERAL TERMS AND CONDITIONS

ANNEX III – OFFEROR’S LETTER

ANNEX IV – FINANCIAL PROPOSAL TEMPLATE

ANNEX V – SAMPLE INDIVIDUAL CONTRACT

1. **SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

In accordance with the UNDP Project, a suitably qualified candidate or firm will coordinate components of the communications strategy under the guidance and supervision of NODS Projects Officer and Public Relations Officer (PRO). Specifically, the Consultant will:

1. Review draft scripts and content produced by NODS for publication
2. Identify relevant social and gender issues that should be taken into account when designing the products and implementing activities.
3. Sourcing of suppliers and or service providers to finalize communication products
4. Assist with coordination of school art competition
5. Assist with coordination of media launch of CAP & Booklet
6. Assist facilitation and participation in sensitization meetings with a view of guiding future interactions

The EWS Communication Products Consultant will further support NODS EWS campaign efforts which combines, sector-based work with multi-media. This will include:

1. A set of 2 – 3 Television & Radio PSAs
2. A NODS seminar on digital marketing
3. A documentary/mini-series (8 – 10mins on CAP/EW mechanisms)
4. A primary and secondary school arts competition
5. Booklets on Hazard warning
6. Jingle on Comprehensive Disaster Risk Management

**NB. The products produced within this TOR will become the property of NODS and its partner agencies.**

The EWS Communication Products Consultant will operate from their home-base and undertake field visits / missions coordinating with NODS, as necessary.

1. **DELIVERABLES**

Expected deliverables and deadlines

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Deliverable | Due Date (*after contract signature*) | % Payment |
| 1 | Mobilization costs upon the signing of the contract and proposed work inception plan for the PSAs, and School hazard art competition | 15 October 2019 | 20% |
| 2 | Work inception plan for Booklet and CAP Launch | 22 October 2019 | 20% |
| 2 | Final Media Launch of CAP | 11 November 2019 | 30% |
| 3 | Final launch of Booklet | 6th January 2020 | 30% |

Payment will be remitted subject to the approval of deliverables by the UNDP Barbados and the OECS Early Warning System (EWS) Project Coordinator.

1. **REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES**

**I. Years of experience:**

* Knowledge of and experience in developing, designing, production and publishing, dissemination and airing of communication products using various media. Relevant experience in working for governments and/or international organizations on consultancy assignments, especially in strategic communications would be an asset.
* Knowledge on designing gender sensitive and inclusive communications products is an advantage.
* Previous experience with UN agencies or projects is a distinct asset

**II. Competencies:**

* Experience working in the Caribbean is highly desirable
* Comprehensive research and critical analysis
* Qualitative and quantitative research methods
* The ability to analyse and synthesise data from a wide variety of sources, and present the resulting information in a clear and concise format
* Excellent report writing, editing, conceptual, analytical and communication skills.
* Ability to work independently, and within a team, manage competing priorities and perform well under pressure within tight deadlines
* Excellent inter-personal, facilitation and negotiation skills to effectively liaise with key stakeholders
* Strong oral and written communication skills with a proficiency in English
* Demonstrated competencies in computer-based word processing and spreadsheet applications, workshop organisation, public speaking and sensitivity to cultural differences

1. **QUALIFICATIONS**

**III. Academic Qualifications:**

* A first degree in media/mass communications and/or marketing or 5 years’ experience in media/mass communications, and/or marketing