

TERMS OF REFERENCE

Location	Honiara, Solomon Islands with travel to provinces
Application deadline	20 October 2019
Type of Contract	Individual Contractor
Post Level	Communication Consultant (IC)
Languages required:	English
Duration of Initial Contract:	3 months with possibility of extension

BACKGROUND

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP supports the peaceful resolution of conflicts, promotes the rule of law and access to justice, citizen security and human rights through its work. Assisting governments in strengthening their public institutions, helping countries reduce corruption and supporting inclusive participation are part of those efforts.

UNDP Office in Solomon Islands implements a diverse portfolio of projects on supporting fair and transparent elections, establishment of anti-corruption agency, improving access to justice, peace building, youth empowerment, rural electrification, water and sanitation, waste management, to name a few. Advocacy and communication are one of the key components of UNDP's work in Solomon Islands. To deliver its key messages, UNDP actively uses social media. It has active Facebook page with over 5,000 followers as well as Twitter account both of which target young people and population with access to internet. UNDP staff, volunteers and beneficiaries also publish blogs and give interviews to the local press as well as UNDP Pacific website and Facebook page.

Under the guidance and direct supervision of the Country Manager, the Communications Consultant implements the corporate communications strategy, designs, manages and facilitates the implementation of the Country Office communications strategy with a view to influence the development agenda, to promote public and media outreach and to increase recognition of UNDP's substantive role in supporting the SDG implementation in SOI.

Communications is a critical component of the UNDP Solomon Islands programme portfolio. It helps increase the standing and awareness of UNDP's work amongst partners, the media and the public.

DUTIES AND RESPONSIBILITIES

Scope of Work

The Communications Consultant will contribute to the wide range of programmatic activities of UNDP in Solomon Islands. The incumbent will play a central role in:

- Design and implementation of internal and external strategies for communications and outreach
- Facilitation of knowledge building and knowledge sharing and develop internal communication capacity with UNDP SOI
- Maintain visibility of UNDP through web site, intranet, social media accounts web-based knowledge management system

Specifically, the Communications Consultant will contribute to:

- Formulation of a Communication Workplan for the office based on the UNDP Pacific Office Communications Strategy;
- Take lead in raising awareness of UNDP's mandate and initiatives through dissemination of information, briefings, public events;
- Facilitate UNDP's outreach to Government, development partners, civil society, media, and other networks;
- Drafting and dissemination of communication materials, publications, success stories, press releases;
- Organization of advocacy, knowledge-sharing and awareness raising campaigns and events,
- Leading the development of programme-specific communication, reporting and advocacy
- Work closely with the UNDP Pacific Office and support UNDP Asia and Pacific Office in raising much-needed awareness and campaigns and anything else required.

In coordination and consultation with UNDP Programme team, the Communications Consultant will:

- Proactively identify, document and disseminate best practices and knowledge originating from UNDP programmes in SOI;
- Provide capacity development and training to UNDP programme and project staff in the area of communication, use of social media, and other innovative tools;
- Taking the lead in the design, production and dissemination of videos and publications.
- prepare and disseminate newsletters, reports, press statements, speeches, etc.
- Coordinate communications and media coverage during high-level visits, and other events;
- Manage and maintain social media accounts and the intranet based on corporate requirements, ensuring consistency of the materials in cooperation with the ICT staff and programme/project teams;
- Act as a liaison between UNDP Country Office in Solomon Islands and the communications team within the UNDP Pacific Office in Suva

Expected Outputs and Deliverables

Expected outputs /deliverables	Payment milestones	Deadline
Formulation of a Communication Workplan for the office based on the UNDP Pacific Office Communications Strategy;	40 %	30 Oct 2019
Support in raising awareness for at least 4 or more events for the CO or the projects;	30%	30 Nov 2019
Support to the communications needs of all projects.	30%	31 Dec 2019
TOTAL	100%	

Institutional Arrangement

- The Communication Specialist will report directly to the Country Manager.
- The Communications Specialist will work in close collaboration with three teams in UNDP Solomon Islands Office - Effective Governance, Inclusive Growth and Resilience and Sustainable Development in communicating messages and contributing to the communication campaigns on various development issues and signature solutions implemented by UNDP.
- The Communications Specialist will work with beneficiaries, local and international partners, academia and UN agencies to ensure synergies and complementarity of communication strategy in Solomon Islands. The Consultant will report on the progress and completed deliverables on a monthly basis.

Duration of the Work

- The expected duration of this consultancy is 3 months, with a possibility of extension

Duty Station

- The duty station for the Communication Specialist is in Honiara, with possible travel to project sites in other provinces.

COMPETENCIES

- Experience in providing communications support and coordinating media and public events
- Demonstrated ability to manage all aspects of communications for a range of projects and programmes
- Ability to produce content for multiple platforms
- Ability to work independently and edit material produced to ensure quality and adherence to all relevant communications guidelines
- Familiarity with photography, video and social media
- Ability to work as part of multi-sectoral, cross cultural team
- A sound comprehension of Conflict and gender sensitivities
- Excellent communication skills (both written and oral), with fluency in English
- Focuses on impact and results for the client and responds positively to feedback

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

Bachelor's Degree in Communications, Journalism or related field.

Experience:

- At least 5 years of relevant experience in communications or related field
- Proven experience of developing and implementing communication strategies; communications experience with UN agencies, non-profits or advocacy campaigns is a plus
- Demonstrated experience in producing content and communication materials for multiple platforms, including social media
- Demonstrated ability to work independently and adhere to deadlines

Language requirements

- Fluency of English language is required; Pidgin is a strong asset

**Both local and international applicants can apply for this position.*

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance and any other applicable cost to be

incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Deliverable 1: 40% of total contract amount
- Deliverable 2: 30% of total contract amount
- Deliverable 3: 30% of total contract amount

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.

Evaluation Method and Criteria:

Individual consultants shall be screened first, only Offerors who considered having the minimum academic, experience and language requirement shall be considered for evaluation.

Individual consultants will be evaluated based on the on the following methodology:

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

Criteria 1: Bachelor's Degree in Communications, Journalism or related field – Max 10 points.

Criteria 2: At least 5 years of relevant experience in communications or related field - Max 20 points.

Criteria 3: Proven experience of developing and implementing communication strategies; communications experience with UN agencies, non-profits or advocacy campaigns - Max 30 points

Criteria 4: Demonstrated experience in producing content and communication materials for multiple platforms, including social media – Max 20 points

Criteria 5: Knowledge of English – Max 10 points

Criteria 6: Knowledge of Pidgin is a strong advantage - 10 Points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.



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Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

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 II.

Personal CV or [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 II. Note: National consultants can quote prices in United States Dollars (USD) but UNDP reserves the right to issue the contract in SBD according to UN ROE on the date of issuance.

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 procurement.sb@undp.org