

## Terms of Reference

### Communications Consultant - Energy and Climate Change Mitigation Portfolio - USA citizens or permanent residents only

<b>Location:</b>	Office-based New York, USA with possible mission travel
<b>Type of Contract:</b>	Individual Contract
<b>Languages required:</b>	English
<b>Starting date:</b>	Monday 13 January 2020
<b>Estimated duration of assignment</b>	220 days until 31 December 2020
<b>Supervisor(s):</b>	Principal Technical Advisor – CCM and Energy, New York Head of Energy, New York.

#### **Background**

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan.

Within the GPN, the Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan. BPPS staff provides technical advice to Country Offices; advocates for UNDP corporate messages; represents UNDP at multi-stakeholder fora, including public-private, government and civil society dialogues; and engages in UN inter-agency coordination in specific thematic areas.

BPPS works closely with UNDP's Crisis Bureau (CB) to support emergency and crisis response. BPPS ensures that issues of risk are fully integrated into UNDP's development programmes. BPPS assists UNDP and partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working. BPPS supports UNDP and partners to be more innovative, knowledge and data driven including in its programme support efforts.

As a Global Environment Facility (GEF) Implementing Agency and the Green Climate Fund (GCF) Accredited Entity, UNDP also supports countries in addressing development, climate, and ecosystem sustainability in an integrated manner. UNDP-Global Environmental Finance (UNDP-GEF) Unit is based in BPPS and is responsible for providing leadership and technical support for, among other areas, delivery of the Environment and Sustainable Development pillar of UNDP's Strategic Plan. The principal areas of work are in environmental mainstreaming, environmental finance, adaptation to climate change, and local governance of resources, including energy.

Addressing climate change is one the key global challenges and priorities for UNDP. Working in over 170 countries and territories, UNDP is uniquely placed to work with all sectors of society to help mobilize the institutions and resources required to support countries implement their Nationally Determined Contributions (NDCs) in the context of the Paris Agreement.

Additionally, one of six signature solutions under UNDP's current Strategic Plan is to "Close the energy gap." Access to clean and affordable energy is a critical enabler for sustainable development whether

it be for nutrition, transport, education or economic opportunity. UNDP's work in this area focuses on increasing energy access, promoting renewable energy, and enhancing energy efficiency in a manner that is inclusive and responsive to the needs of different sectors of the population (urban/rural, women/men, household/businesses), in line with the aspirations of Sustainable Development Goal 7. UNDP's offer builds on UNDP's growing portfolio of innovative interventions and projects at the country, regional and global levels – funded both by the GEF and by other donors – for which UNDP provides oversight, quality assurance, and policy and technical advisory services. The UNDP energy and climate change mitigation team is based in BPPS.

In the context of the above, UNDP is looking to engage a consultant to provide support to UNDP's Principal Technical Advisor – CCM and Energy and Head of Energy on specific tasks related to communications. Key deliverables of the consultancy will involve providing inputs to develop and implement a new global communications strategy for UNDP's work in energy, linking to SDG7 on energy, SDG 13 on climate and SDG11 on cities (as well as countries' NDCs in the context of the Paris Agreement). The communications strategy will be geared to broaden and deepen awareness of UNDP-supported programmes in these areas of work, engage with key audiences (donors, client countries, media as well as internal UNDP stakeholders), create brand recognition and lift the related media profile of UNDP-supported energy projects. The consultant will support UNDP staff to introduce intervention instruments, highlight individual projects to different audiences, and mobilize partners, stakeholders, and the general public to advocate on results achieved through the portfolios.

### **Tasks to be performed**

Scope of assignment: The scope of work over the course of the period will vary depending on the specific assignment and region. It will involve close coordination with UNDP's energy team and communication specialists at HQ, regional and country office levels. It will include one or more of the various deliverables below:

- Support the development of a global communications strategy on energy;
- Identify, develop, and create compelling content, such as blogs, multimedia stories, videos, graphics, and social media updates to showcase impact on the ground;
- Support the development of a database for content (stories, photos) on UNDP's energy work;
- Support contributions to UNDP's global social media accounts;
- Support the creation of a new website for energy, and webpages for projects;
- Support the design, coordination and promotion of an energy newsletter;
- Draft press releases, factsheets, talking points, and video messages as needed;
- Support the creation and promotion of the energy portfolio press kits;
- Engage with stakeholders in target countries to increase the visibility of UNDP's energy work;
- Support UNDP's presence and participation at key industry events;
- Perform editorial reviews of relevant portfolio publications and issue briefs;
- Provide communications support at specific meetings, including managing virtual conferences/web streams, external communications, taking photos, and reviewing communications material related to events;
- Ensure project pipeline, project closings, MTRs receive adequate communications support, and are posted to the web;
- Train UNDP energy colleagues on communications.

<b>Outputs &amp; Missions</b>		
<b>Deliverable</b>	<b>Number of Days</b>	<b>Payment%</b>
Draft a global communications strategy for energy, to engage with key audiences, create brand recognition and raised the profile of UNDP's energy work	40 days over period	18%
Develop content (blogs, multimedia stories, videos, graphics, and social media updates) for 40 UNDP-supported energy projects	4 x 5 days each = 20 days 40 x 2.5 days each = 100 days Total: 120 days over period	55%
Provide inputs design and launch of a new energy website, energy newsletter, and energy presence on social media;	3 x 10 days = 30 days over period	14%
Provide support at 4 high-profile events including external communications, taking photos, and reviewing communications material related to events	4 x 5 days each = 20 days over period	9%
Present webinars to team and participate at the annual UNDP energy work planning meeting	10 days over period	4%
	<b>Total: 220 days</b>	<b>100%</b>

### Expected missions

<b>Missions</b>	<b>Number of Days</b>
Two missions to Africa	2 x 5 days per mission = 10 days <i>(March and Sept 2020 – tentative)</i>
One mission to Latin America	3 days <i>(April 2020 – tentative)</i>
One mission to Asia Pacific	5 days <i>(June 2020 – tentative)</i>
Energy work planning meeting, Turkey	5 days <i>(October 2020 – tentative)</i>

### Information on Working Arrangements

- The consultant will work from UNDP's offices in New York, USA;
- The consultant will report to and be directly supervised by the PTA – CCM & Energy (primary supervisor), and the Head of Energy (secondary supervisor);
- 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 laptop, and mobile phone and service plan. UNDP will provide a working station, internet, phone, scanner/printer, etc.;
- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones; and
- Payments 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 (with a "day" calculated as 8 hours of work) and outputs delivered.

### Travel

- Mission travel to Africa, Latin America and Asia with an estimated duration of 3-5 days per mission may be required, at a minimum;
- Any necessary missions must be approved in advance and in writing by the Supervisors;
- The BSAFE course must be successfully completed prior to commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director;
- Consultants are responsible for obtaining any visas and security clearances needed in connection with travel with the necessary support from UNDP;
- The Consultant is required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>;
- The consultant will be responsible for making his/her own mission travel arrangements in line with UNDP travel policies;
- All related travel expenses will be supported by UNDP funds and will be reimbursed as per UNDP rules and regulations for consultants. Costs for mission airfares, terminal expenses, insurance, and living allowances should not be included in financial proposal.

## **Competencies**

### **Corporate Competencies**

- Demonstrates commitment to UNDP's vision, mission and values;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

### **Technical Competencies:**

- Ability to provide guidance on communications strategies;
- Knowledge of methodologies, tools, and platforms to plan, monitor, and evaluate communications products;
- Ability to efficiently handle and share information and knowledge;
- Ability to plan, organize, motivate, and control resources, procedures and protocols to achieve specific goals;
- Knowledge of energy and climate change mitigation issues;

### **Functional Competencies**

#### Project/Programme Management

- Ability to productively share UNDP knowledge and activities (at UN and other venues).

#### Client Orientation, Professionalism, and Communications

- Ability to make new and useful ideas work;
- Ability to improve performance and satisfaction;
- Ability to listen, adapt, persuade, and transform;
- Capable of working in a high-pressure environment with sharp deadlines, managing many tasks simultaneously;
- Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

## **Required Qualifications**

**Education**

- Master's degree in communications, journalism or other relevant field (max 10 points).

**Experience**

- At least 3 years of professional experience working on different aspects of communications such as media relations, content production, and social media management (max 20 points);
- Demonstrated experience in developing, producing, and editing videos (max 10 points);
- Demonstrated experience in using different communications tools and platforms (max 10 points);
- Demonstrated success of communication products from past assignment. Please attach or provide links to 2 samples of previous work in your application (max 10 points);
- Previous experience working on sustainability related issues (for example, environmental practices, green corporate social responsibility) an advantage (max 5 points);

**Languages**

- Fluency in oral and written communications and presentations skills in English (Pass/Fail);
- Strong oral and written communication skills in French or Spanish is an advantage (max 5 points).

**Evaluation Method:**

- Only those applications which are responsive and compliant will be evaluated. Incomplete applications will not be considered;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language [max. 70 points] and interview [max. 30 points]) will be based on a maximum 100 points. Only the top 3 candidates that have achieved a minimum of 49 points from the review of education, experience and language will be considered for the interview;
- Candidates obtaining 21 points or higher in the interview will be deemed technically compliant and considered for financial evaluation;
- Financial score (max 100 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment);
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

## **Documentation to be submitted;**

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including Education/Qualification, Professional Certification, Employment Records /Experience;
- Applicants must attach, or provide links to, 2 samples of previous communication products to the application;
- Applicants must reply to the mandatory questions asked by the system when submitting the application;
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment to be downloaded from the UNDP procurement site.

**Kindly note you can upload only ONE document to this application (scan all documents in one single PDF file to attach).**

**UNDP Personal History form (P11) required of all applicants:**

[http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc).

**General Conditions of Contract for the ICs:**

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>.

**Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment:**

[http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=61495](http://procurement-notices.undp.org/view_notice.cfm?notice_id=61495)