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TERMS OF REFERENCE

Location	Suva
Application deadline	31 January 2020
Type of Contract	Individual Contractor
Title of Consultancy	Spotlight Programme Coordination Consultant
Languages required:	English
Duration of Initial Contract:	16 February -16 May 2020

BACKGROUND

The UN Resident Coordinator (RC) provides leadership to the Pacific Joint UN Country Team and the UN's programming work, as outlined in the UN Pacific Strategy, in support of national priorities. The RC has a team composed of national and international staff, forming the RC Office (RCO), and is based in Suva (Fiji). The RC oversees 10 Pacific Small Island Developing States (Pacific SIDS or PSIDS), namely Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Palau, Kiribati, Tonga, Tuvalu, and Vanuatu. Twenty-six resident and non-resident UN entities are signatories to the UNPS and members of The Pacific Joint UN Country Team. The current UN Development Assistance Framework (Pacific Strategy) covers 14 countries and territories and outlines UN's engagement in support of these countries' national strategic priorities.

The RCO fulfils ten core coordination functions, namely strategic analysis and planning; oversight of the UN country programming cycle; representation of and support of UN Secretariat and UN agencies (incl. non-resident agencies); support to national coordination systems and processes; development and management of shared operational support services; crisis management preparedness and response; external communication and advocacy; human rights and development; joint resource mobilisation and fund management; and general UNCT oversight and coordination.

This consultancy is part of the Resident Coordinator Multi-Country Office in Fiji, with focus on the Spotlight Initiative.

The Spotlight Initiative is a global, multi-year partnership between the United Nations (UN) and the European Union (EU), focusing on eliminating all forms of violence against women and girls (VAWG). The initiative places SDG 5 at the center of efforts (as well as SDG 16) with the aim to provide an

enabling environment for the implementation of all goals. Spotlight provides a model for partnership with donors, civil society, and all UN partners, to deliver on the Sustainable Development Goals (SDGs) in a comprehensive manner leveraging comparative expertise.

The Spotlight initiative in the Pacific focuses on Intimate partner (physical, sexual and emotional) violence (IPV) to address the continuum of gender-based violence in the Pacific region. The Initiative aims at improving access to services, particularly for those most left behind and will build upon existing programmes, both at the country and regional level.

The Spotlight Pacific Regional Initiative builds on existing Pacific Islands Forum commitments as well as country specific commitments in Fiji, Republic of Marshall Islands and Solomon Islands to ending domestic and intimate partner violence. The programme will focus on understanding the cost of violence through research, and improved planning and budget allocations to address violence and supporting CSO to advocating to governments to increase funding based on evidence and increasing the quality and availability of administrative data.

The recipient UN organizations are: IOM, UNCIEF, UNDP, UNFPA and UN Women.

DUTIES AND RESPONSIBILITIES

Scope of work/Expected Output

- The following products will be submitted at a satisfactory level (under the guidance of the RC)

Area of assignment	Products	Timeline
Recruitment of Staff	Communications Specialist (UNV) and M&E Officer (SC) recruited	Feb-March 2020
Launch of Spotlight in the Pacific	Event conducted	March 2020
Common Strategic Direction and Plan	A common strategic direction and planning process established	Feb-March 2020
Stakeholder engagement	Consultations conducted with stakeholders	Feb -May 2020
Reporting & Communication	Report produced as agreed at the beginning of assignment	

Institutional Arrangement

- The Consultant will officially be reporting to Resident Coordinator, Mr. Sanaka Samarasinha in Suva and submit progress report as per monthly deliverable dates.
- The Consultant will be provided with desk space at the United Nations Resident Coordinators Office (UNRCO) in Suva.

- The consultant is required to bring and use his/her own laptop for the duration of the assignment.

Duration of the Work

- The assignment is for 65 working days from 16 February – 16th May 2020
- Any comments to the outputs will be reviewed within one week upon commencement of the contract.

Duty Station

- The consultant will be based in Suva and will provide weekly progress update to the Resident Coordinator.

COMPETENCIES

- Strong interpersonal and communication skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Good Understanding of Pacific Context is considered an advantage

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Minimum master's degree in a relevant field of expertise (e.g. Social Sciences, International Relations, Political Sciences, Gender or other related fields)

Experience

- A minimum of 7 years of paid working experience in a relevant field and with leadership / staff management experience
- work experience in developing countries, preferably in the Asia-Pacific region or in other SIDS countries
- Experience with UN Coordination-related activities such as Joint Programming, preferably in Gender programming
- Proven track record of project management and project team experience working with NGOs, and other key stakeholders
- candidates must possess excellent communications skills in English, both written and spoken, and competent in computers

Schedule of Payments

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 (if any work is to be done outside the IC's duty station) 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 and submission of monthly report on the progress of the Spotlight Initiative Project.

In general, 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

The payment schedule is as follows:

- Produce first monthly report capturing activities completed and project results delivered – 34%
- Payment upon submission and acceptance by UNDP of the progress report– 33%

and the Individual Consultant, prior to travel and will be reimbursed.

Evaluation Method and Criteria

Individual consultants will be evaluated based 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.

Evaluation & Selection

Individual consultants will be evaluated based on UNDP's cumulative analysis method.

When using this weighted scoring method, 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 a pre-determined set of weighted technical (70%) and financial (30%) criteria specific to the solicitation.

Technical Criteria for Evaluation (Maximum 70 points)

- Minimum master's degree in a relevant field of expertise (e.g. Social Sciences, International Relations, Political Sciences, Gender or other related fields) (15%)
- A minimum of 7 years of paid working experience in a relevant field and with leadership / staff management experience (20%)
- work experience in developing countries, preferably in the Asia-Pacific region or in other SIDS countries (15%)
- Experience with UN Coordination-related activities such as Joint Programming, preferably in Gender programming(10%)

- Proven track record of project management and project team experience working with NGOs, and other key stakeholders (5%)
- candidates must possess excellent communications skills in English, both written and spoken, and competent in computers(5%)

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

Financial proposal:

Applicants must send a financial proposal based on a 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 (if any work is to be done outside the Individual Consultant's duty station) and any other applicable cost to be incurred by the Individual Consultant 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.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the Individual Consultant wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel that is not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective UNDP business unit and the Individual Consultant, prior to travel and will be reimbursed.

Proposal submission

Offerors must send the following documents.

- i) **CV including names/contacts of at least 3 referees.**
- ii) **A cover letter indicating why the candidate considers himself/herself suitable for the required consultancy**
- iii) **Completed template for confirmation of Interest and Submission of Financial Proposal.**
Individuals applying for this consultancy will be reviewed based on their own individual capacity. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability. The financial proposal form will be available on the SPC website or can be requested from any UNDP offices.

All submissions shall be sent via email to etenderbox.pacific@undp.org or submitted to the UN Jobs website before the deadline. For further information concerning the Terms of Reference, please contact Mohammed Mozeem on email mohammed.mozeem@undp.org.

Incomplete applications will not be considered, and only candidates for whom there is further interest will be contacted.