

TERMS OF REFERENCE

Reference	PN/FJI/031/19
Location	Suva, Fiji Islands
Application deadline	11 th May 2020
Type of Contract	Individual Contractor
Post Level	National Consultant
Consultancy Title	Advocacy Tool Developer
Languages required:	English
Duration of Initial Contract:	30 days between May 2020 to September 2020

BACKGROUND

The Office of the United Nations High Commissioner for Human Rights (OHCHR) Regional Office for the Pacific is based in Suva, Fiji. It covers 16 countries and territories in the region, - Australia, Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

The regional project seeks to protect and empower communities adversely affected by climate change and disasters in the Pacific region, focusing specifically on climate change and disaster-related migration, displacement, and planned relocation. The proposed programme will be delivered through a partnership between the United Nations Agencies of International Organization for Migration (IOM), International Labor Organization (ILO), OHCHR, and United Nations Economic and Social Commission for Asia and the Pacific (ESCAP). Platform on Disaster Displacement and Pacific Islands Forum Secretariat will be non-UN implementing partners.

A key component of the project is to facilitate the development of a regional rights-based framework on climate change-related displacement, migration, and planned relocation. The project will also empower communities affected by climate change through training and skills development activities to increase access to labour mobility schemes, and pre-departure orientation to empower migrants to migrate safely with an understanding of their rights. The project will also increase the capacity of government and non-government stakeholders to promote labour mobility that is safe, regular, and inclusive.

OHCHR ROP seeks to raise awareness about the rights of migrant workers in the Pacific. Migrant workers play an important role in enhancing development prospects in destination and origin economies. Concerned states must ensure that all migrant workers are able to exercise their human rights by training them to identify human rights violations and abuses; to report these to appropriate institutions through various mechanisms; to understand the rights awarded to them as enshrined in

the International Convention on the Protection of Rights of All Migrant Workers and Their Families (ICRMW).

In the Pacific, the labour migration is a well-established strategy for coping with as well as reducing economic and environmental risks through income, network and skill diversification. Labour migration is anticipated to increase in the region due to rapid growth in working-age population, high unemployment rates and the detrimental impacts of climate change on the traditional way of life.

Recently, several Pacific governments have engaged in dialogues and/or developed domestic policies that endorse a human rights-based approach to managing labour migration as well as various other types of population movement (e.g. displacement, planned relocation).

Even though this information is available publicly, migrant workers and their families possess limited knowledge about their human rights and the various reporting mechanisms available in destination, transit and origin countries. Consequently, migrant workers do not report human rights violations and abuses, including gross underpayment, harassment and assault. Given that it enshrines the rights of all migrant workers and their families, it is imperative to raise awareness of the International Convention on the Protection of Rights of All Migrant Workers and Their Families (ICRMW).

Therefore, the objective of this consultancy is to develop advocacy tools to raise awareness of the rights of migrant workers in the Pacific as documented in the ICRMW. The focus is in line with the Pacific Climate Change, Migration and Human Security project 2019-2021 that aims to develop a regional rights-based approach to managing climate change related migration.

DUTIES AND RESPONSIBILITIES

Scope of Work

Under the overall supervision of the OHCHR ROP Regional Representative and/or delegated supervisory role and working closely with the OHCHR project focal point local consultant will:

- Liaise with a production company to produce 3-minute animated infomercial targeting children on the rights of all migrant workers and their families; liaise with partner media outlets on distribution
- Liaise with a graphic designer and assist them to develop a Snakes and Ladders game that links human rights violations and abuses experienced by migrant workers and their families with various reporting mechanisms available in destination and origin countries. The game will be divided into 100 blocks of which, 24 will comprise an image; targeted towards children, especially from migrant families; must be fully developed and ready (i.e. printed) for use by 9th December 2019. **The local consultant may draw inspiration from PACE-SD's Snakes and Ladders game on raising awareness of climate change as experienced by Pacific communities and adaptation measures. See link: <https://pace.usp.ac.fj/116674-2/>.*
- Assist the graphic designer to develop a cartoon comic strip highlighting human rights violations and abuses experienced by migrant workers as well as their families, the process of reporting

these to appropriate authorities through various mechanisms and referencing ICRMW to support their claims. The cartoon comic strip will comprise Pasifika characters; will be approximately 12 pages; translated into other languages (i.e. iTaukei, Fiji-Hindi and Bislama); must be fully developed and ready for use by 9th December 2019. **The local consultant may draw inspiration from OHCHR Nepal's cartoon comic strip titled, First Information Report that aimed to raise awareness about caste-based discrimination and physical violence, as well as the process of filing a report to appropriate authorities. See link: https://nepal.ohchr.org/en/resources/publications/FIR_Cartoon%20Booklet.pdf.*

- Identify an interpreter(s) to translate the cartoon comic strip from English to iTaukei and Fiji Hindi. The translated copies must be ready (i.e. printed) for use by 9th December 2019.
- Consultant is to also develop jingles/PSA/ key messages to be used for advertising from the main products.

Expected Outputs and Deliverables

No	Deliverable description	Indicative completion date
1	Signing of agreement and Delivery of workplan	20/05/20
2	Develop jingles/PSA/ key messages	25/06/20
3	OHCHR Snakes and Ladders game	25/07/20
4	OHCHR cartoon comic strip titled Our Rights: The Tale of Migrant Workers from the Pacific	15/08/20
5	Produce OHCHR 3-minute edutainment animation (children as target audience) on the Protection of Rights of All Migrant Workers and their families.	21/08/20
6	Draft final report Submission	30/08/20
7	Final report	10/09/20

Institutional Arrangement

- The Consultant will report to the Regional Representative, OHCHR ROP.
- The Consultant will provide a weekly update on progress of work via email and written reports as required.
- The Consultant will be provided a desk at the OHCHR ROP office with internet and phone access during the assignment.

Duration of Work

The consultant will be engaged for thirty (30) days between May 2020 to September 2020.

Duty Station

- The duty station will be Suva, Fiji.

COMPETENCIES

Corporate Competencies:

- Demonstrates integrity and fairness by modelling UN values and ethical standards;
- Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

- Good understanding of climate change and migration related issues in the Pacific context;
- Efficiency in drafting messages related to development issues within in the Pacific;
- Creative mind with attention to the bigger picture and to detail;
- Ability to work independently and as a member of a team;
- Ability to work under pressure and complete tasks within an agreed timeline;
- Demonstrated ability to work harmoniously in a multi-cultural environment;
- Excellent relationship management;
- Excellent communication, facilitation, presentation and report writing skills;

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- University certificate and/or diploma and/or degree, preferably in graphic design and/or communication and/or another relevant field

Experience

- At least three years of experience delivering quality communication service to English-speaking external clients within deadlines;
- Demonstrated experience in producing products for a wide variety of audience in the Pacific, audience would include youth, CSOs and technical groups;
- Demonstrated ability to develop advocacy tools and materials within deadlines;
- Demonstrated ability to deliver quality results within deadlines;
- Fully proficient computer skills including use of relevant graphic software and other applications.

Language requirements

- Fluency of spoken and written English language is required

Price Proposal and 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, 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 of the deliverables/outputs and as per below percentages:

- Deliverable 1: Signing of agreement and Delivery of workplan. 10% of total contract amount
- Deliverable 2: Develop 3 jingles/10 PSA/ key messages. 10% of total contract amount
- Deliverable 3: 1 OHCHR Snakes and Ladders game. 15% of total contract amount
- Deliverable 4: OHCHR cartoon comic strip titled Our Rights: The Tale of Migrant Workers from the Pacific. 15% of total contract amount
- Deliverable 5: Produce OHCHR 3-minute edutainment animation (children as target audience) on the Protection of Rights of All Migrant Workers and their families. 20% of total contract amount
- Deliverable 6: Submit draft final report. 5% of total contract amount
- Deliverable 7: Submit final report. 25% of total contract amount

Evaluation Method and Criteria

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 A: Possess University certificate and/or diploma and/or degree, preferably in Graphic Design and/or Communication or another relevant field required; 10%
- Criteria B: Demonstrated experience in producing products for a wide variety of audience in the Pacific, audience would include youth and technical groups; 15%
- Criteria C: Fully proficient computer skills including use of relevant graphic software and other applications.; 15%
- Criteria D: Demonstrated ability to develop advocacy tools and materials with deadlines; 10%
- Criteria E: Demonstrated ability to deliver quality results within deadlines; 10%
- Criteria G: Fluency in English (written and oral) is essential; 10%
- Financial Offer: 30%

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

Documentation required

Interested individual consultants must submit the following documents/information (in **one (1) single document** as the application supports only one upload) to demonstrate their qualifications:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV**, 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.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment
- **Financial proposal** that indicates the all-inclusive fixed total contract price (FJD), supported by a breakdown of costs, as per template provided (Annex II)

Incomplete, joint proposals and proposals sent to the wrong mailing address will not be accepted and only candidates for whom there is further interest will be contacted.

Individuals interested in this consultancy should apply and 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 using Annex II.

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](#)

Proposal Submission

- All applications must be clearly marked with the title of the consultancy (Advocacy Tool Developer) with reference [PN/FJI/031/19] and submitted via **UN Job shop** by **11th May 2020**.
- **Note: UNDP Jobs only supports single document upload hence ensure that the proposal consolidated and submitted as one single document.**
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: procurement.fj@undp.org.

Women applicants are encouraged to apply