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## TERMS OF REFERENCE

<b>Location</b>	Honiara, Solomon Islands
<b>Application deadline</b>	27 May 2020
<b>Type of Contract</b>	Individual Contractor
<b>Title of the post</b>	Junior Communications Consultant
<b>Languages required:</b>	English Solomon Islands Pidgin an advantage
<b>Duration of Initial Contract:</b>	160 days over 10 months (July 2020 to April 2021)

## BACKGROUND

The UNDP Country Office in the Solomon Islands is implementing a range of projects in support of Sustainable Development Goals. At Goal 5 there is commitment to achieving gender equality and empowerment of all women and girls, At Goal 16 there is commitment to promote peaceful and inclusive societies for sustainable development, provide access to justice for all and building effective, accountable and inclusive institutions at all levels. Strengthening access to justice, rule of law and promoting human rights are cornerstones of UNDP's work to achieve sustainable human development.

The Solomon Islands Access to Justice Project supports the building and strengthening of the capacity of the Public Solicitor's Officer to enhance access to justice for the people of the Solomon Islands at national and provincial levels, including women, youth and marginalized groups in communities outside urban centers. The project is implemented across the provinces of the Solomon Islands through a two-tiered paralegal initiative (provincial paralegals and community legal advocates).

The purpose of this Consultancy is to provide technical communications support to the Access to Justice Project. Outreach and advocacy play a key role in engaging people, their communities, governments and the larger public. Through effective use of powerful visual and written content, the Access to Justice Project seeks to enhance awareness of the Public Solicitor's Office, other justice stakeholders and their services. In doing so, the project aims to enhance access for justice for the people of the Solomon Islands. Considering the above, the project seeks a passionate Junior Communications consultant who finds shared value and purpose in our objective.

## DUTIES AND RESPONSIBILITIES

### Scope of Work

The Consultant will be required to provide communications support to the Access to Justice Project, including but not limited to:

- Implement the Communications and Visibility Plan that encompasses mass media (radio, print), social media (Facebook, Twitter and UNDP website);
- Design and support advocacy and communications activities to ensure full and effective participation of all stakeholders in the Project;
- Provide support to programme staff in the development of programme-specific communications, reporting and advocacy strategies as well as briefing materials and press releases;
- Provide communications support in the design of visually appealing and effective outreach materials;
- Work closely with other UNDP Communications Staff and related UNDP programme staff in the design, production and dissemination of videos and publications;
- Liaise with Communications colleagues to maximize the visibility of the project on a variety of media;
- Coordinate media in close consultation with the UNDP Communications Staff;
- Mainstream gender equality and disability inclusion into all communication materials, advocacy and stakeholder engagement;
- Identify and develop storylines for publications and substantive articles contributing to debates on key development issues including preparing human interest stories and project updates for UNDP global and regional websites.

**Expected Outputs, Deliverables and Timelines:**

	<b>Expected outputs /deliverables</b>	<b>Payment milestones</b>	<b>Deadline</b>
1.	Review and update communications and visibility strategy; communications and visibility activities; and project branding in line with revised UNDP guidelines. Support development of online learning platform for Provincial Paralegals and Community Legal Advocates (estimated 20 days)	<b>12.5%</b>	<b>1 August 2020</b>
2.	Develop radio programmes and radio advertisements on subject areas relevant to the project. (estimated 20 days)	<b>12.5%</b>	<b>1 September 2021</b>
3.	Produce long-form multimedia content including videos and photo stories. (estimated 20 days)	<b>12.5%</b>	<b>1 October 2021</b>
4.	Develop theatre, television, radio, film and dramas for outreach and broader communication. (estimated 20 days)	<b>12.5%</b>	<b>1 November 2020</b>
5.	Write and edit project reports, factsheets etc; including communications and visibility reports (estimated 20 days)	<b>12..5%</b>	<b>1 December 2021</b>
6.	Write and edit communication materials (newsletter, articles, media advisories, speeches, stories, press releases, etc) for all workshops, conferences, launches, essay and poster	<b>12.5%</b>	<b>1 February 2021</b>

	competitions, outreach missions and events and work closely with project partners and graphic designer on all visibility and communications materials to ensure accessibility of all communications to all persons (braille, sign language etc.) (estimated 20 days)		
7.	Develop a case study book on Paralegal and Community Legal Advocates in the Solomon Islands and develop contributions to international forums and international publications. (estimated 20 days)	<b>12.5%</b>	<b>1 March 2021</b>
8.	Write and edit all online communications and visibility for the project and partner including social media, website and app development and online project page (estimated 20 days)	<b>12.5%</b>	<b>1 April 2021</b>

### **Institutional Arrangement**

The Consultant will report to the Project Manager, Solomon Islands Access to Justice Project. Reporting by the Consultant will be undertaken aligned to the deliverables. The success of the project depends on the timely delivery of each component. The Consultant should ensure timely identification of potential risks and signal any delays in deliverables. The reporting format will be further discussed between the Supervisor and Consultant. However, is expected to be emailed updates detailing progress and over Skype/Zoom calls where required.

The consultant will be required to provide their own laptop. As the IC is homebased, UNDP will not provide any resources, the consultant is expected to have own computer with access to Skype (or similar communication method) to enable dialogue with UNDP and justice stakeholders as required. UNDP will provide by email background reading materials, reports and documents on commencement of the assignment.

The present ToR may be subject to modification, without changing the overall objective and the scope of work, based on mutual consultations. UNDP will hold the copyright of the assignment deliverables.

### **Duration of the Work**

The Consultant is expected to commit, on a full-time basis, to a period between **01 July 2020 and 1 April 2020**, up to a **maximum of 160 working days** over the contract period.

### **Duty Station**

This consultancy is based in Honiara, Solomon Islands. The Consultant may be required to travel within the Solomon Islands on outreach missions. All travel expenses to and from the duty station should be included in the financial proposal.

## COMPETENCIES

- Demonstrates commitment to the UN's mission, vision and values;
- Demonstrates sound judgment, diplomacy and sensitivity to confidential matters;
- Openness to change and the ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Demonstrates integrity and ethical standards;
- Innovative forward-thinking, positive, constructive attitude to work; and
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

## REQUIRED SKILLS AND EXPERIENCE

### Educational Qualifications:

- Bachelor's degree in communication, journalism, marketing, digital media studies, public relations or any other related fields;

### Experience

- A minimum of three (3) years of professional experience in communications related work, preferably with some experience within the United Nations. (Contractor should have prior experience in writing and editing long-form content, including but not limited to articles, blogs, newsletters and managing social media campaigns);
- Strong photography, videography, aerial photography, including production and editing skills, is a must;
- Good knowledge on adobe creative suites for editing and designing and good understanding of data analytics;
- Demonstrated ability to clearly communicate in English and produce high quality documents and reports in English.

### Language requirements

- Fluency of English language is required;
- Knowledge of Solomon Islands Pidgin is considered an asset.

### Price Proposal and Schedule of Payments

Consultant 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 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:** Review and update communications and visibility strategy; communications and visibility activities; and project branding in line with revised UNDP guidelines. Support

development of online learning platform for Provincial Paralegals and Community Legal Advocates (estimated 20 days)-**12.5%**

- **Deliverable 2:** Develop radio programmes and radio advertisements on subject areas relevant to the project. (estimated 20 days)-**12.5%**
- **Deliverable 3:** Produce long-form multimedia content including videos and photo stories. (estimated 20 days)-**12.5%**
- **Deliverable 4:** Develop theatre, television, film and dramas for outreach and broader communication. (estimated 20 days)-**12.5%**
- **Deliverable 5:** Write and edit project reports, factsheets etc; including communications and visibility reports (estimated 20 days)-**12.5%**
- **Deliverable 6:** Write and edit communication materials (newsletter, articles, media advisories, speeches, stories, press releases, etc) for all workshops, conferences, launches, essay and poster competitions, outreach missions and events and work closely with project partners and graphic designer on all visibility and communications materials to ensure accessibility of all communications to all persons (braille, sign language etc.) (estimated 20 days)-**12.5%**
- **Deliverable 7:** Develop a case study book on Paralegal and Community Legal Advocates in the Solomon Islands and develop contributions to international forums and international publications. (estimated 20 days)-**12.5%**
- **Deliverable 8:** Write and edit all online communications and visibility for the project and partner including social media, website and app development and online project page (estimated 20 days)-**12.5%**

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 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.

#### **Technical Criteria for Evaluation (Maximum 70 points)**

**Criteria 1** - Bachelor's degree in communication, journalism, marketing, digital media studies, public relations or any other related fields; *Maximum 5 points.*

**Criteria 2** - A minimum of three (3) years of professional experience in communications related work, preferably with some experience within the United Nations. (Contractor should have prior experience

in writing and editing long-form content, including but not limited to articles, blogs, newsletters and managing social media campaigns); *Maximum 20 points*.

**Criteria 3** - Strong photography, videography, aerial photography, including production and editing skills is a must; *Maximum 20 points*.

**Criteria 4**- Good knowledge on adobe creative suites for editing and designing and good understanding of data analytics; *Maximum 15 points*.

**Criteria 5** - Demonstrated ability to clearly communicate in English and produce high quality documents and reports in English. *Maximum 10 points*.

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

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.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in SBD.

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](mailto:procurement.sb@undp.org)

SIGNATURE: 

Grace Kiernan  
Project Manager, Solomon Islands Access to Justice Project