

## TERMS OF REFERENCE

<b>Reference</b>	PN/FJI/057/20
<b>Location</b>	Level 8, UN RC Office, Suva
<b>Application deadline</b>	25 <sup>th</sup> June 2020
<b>Type of Contract</b>	Individual Contractor
<b>Post Level</b>	National Consultant
<b>Consultancy Title</b>	Spotlight Communications Specialist
<b>Languages required:</b>	English
<b>Duration of Initial Contract:</b>	3months (between July to October 2020)

## BACKGROUND

The UNRCO 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 position 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 Marshal 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.

## DUTIES AND RESPONSIBILITIES bear

### Scope of Work

Under the direct supervision of the Spotlight Programme Coordinator in Suva, Fiji, the UN Volunteer will

lead the development and implementation of the Spotlight communications and visibility strategy in close collaboration with Spotlight Team Colleagues in Fiji, Vanuatu and Samoa as well as EU/EC Pacific

#### **Expected Outputs and Deliverables**

As an active RC Multi-Country Office team member, efficient, timely, responsive, client-friendly and high-quality support rendered to RC Multi-Country Office and its partners in the accomplishment of her/his functions, including:

- Spotlight Programme is enjoying innovative, efficient, context related communication and visibility as per global guidelines and conducted in close collaboration with all Spotlight Partners.
- Development of comprehensive and realistic communication and visibility plans and strategies supporting all Recipient UN agencies ensuring common messaging and branding. Partnership with government, civil society, NGOs, development partners and UN agencies resulting in new entry points for cooperation within the area of eliminating violence against women and girls.
- The RCs and the Spotlight Team have consistently updated and accurate documents to strengthen dialogue with partners.

#### **Institutional Arrangement**

The consultant is expected to report directly to the Spotlight Programme Coordinator.

#### **Duration of the Work**

- The assignment will be carried out for **3months** with the expected start date on **July 1,2020 and ends October 2020**

#### **Duty Station**

- The Consultant is expected to be based in the UNRCO office and to have access to all forms of communications and to ensure smooth planning and implementation of tasks.

## **COMPETENCIES**

#### **Corporate Competencies:**

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of the UN
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

#### **Functional Competencies:**

- Experience in communications and social media outreach;
- Experience in online content development is desirable;
- Prior experience with the multilateral system is desirable;
- Must be aware of political sensitivities;
- Familiarity with social media platforms and graphic design and photo editing software applications;

- Self-starter; organized; able to multitask, balance multiple responsibilities;

**Technical Competencies:**

- Ability to undertake extensive research.
- Demonstrates strong analytical oral and written communication skills
- Ability to engage effectively with other implementing agencies supporting the respective UN agencies, development partners, civil society organizations, the private sector, etc.
- Good understanding of the governance structure and systems in Pacific, including the current political economy context.

## REQUIRED SKILLS AND EXPERIENCE

**Educational Qualifications:**

- Master's degree or equivalent **Experience**
- Advanced University Degree (Masters) or relevant bachelor's degree with two additional working experience years.
- Economics, Social sciences, international relations, political sciences, communications/external relations, gender or related field.

**Experience:**

- At least three years of professional working experience in relevant field (communications or gender) is required.

**Language requirements and Computer skills**

- Fluency of English language is mandatory
- Usage of computers and office software package (MS Word, Excel etc.) and knowledge of database packages and experience in handling of web-based management systems is preferred

**Other**

- Proven ability to work independently
- A consistent track record of self-motivation and achievement
- Demonstrated capacity to undertake assigned responsibilities and work under pressure.
- A team player with excellent inter-personal skills

**Price Proposal and Schedule of Payments**

Consultant must send a financial proposal based on the **Monthly 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 on a monthly basis upon completion of the deliverables/outputs and as per below:

- **Deliverable 1:** Report outlining the tasks undertaken in July.  
Payment is based on number of days worked and submission and approval by UNDP of monthly report indicating all Spotlight Communications work assigned.
- **Deliverable 2:** Report outlining the tasks undertaken in August.  
Payment is based on number of days worked and submission and approval by UNDP of monthly report indicating Spotlight Communications work assigned.
- **Deliverable 3:** Report outlining the tasks undertaken in September.  
Payment is based on number of days worked and submission and approval by UNDP of monthly report indicating all Spotlight Communications work assigned.

### **Evaluation Method and Criteria**

Individual consultants will be evaluated based on the 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: Educational Qualifications: 20 points

- Advanced University Degree (Masters) or relevant bachelor's degree with two additional working experience years: **15 points**
- Additional courses in relevant field: **5 points**

#### Criteria 2: Work experience: 40 points

- At least three years of professional working experience in relevant field (communications or gender)- **25 points**
- Prior experience with the UN system (with a specific focus on experience with the RCO) would be considered an advantage: **15 points**

#### Criteria 3: Language requirements and Computer skills: 10 points

- Fluency of English language: **5**
- Proven experience in the use of office IT applications, incl. MS Office packages: **5**

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.
- **Financial proposal in FJD**, as per template provided in 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.

#### **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 (**Spotlight Communications Specialist**) with reference (**PN/FJI/057/20**) and submitted via **UN Job shop** by 25<sup>th</sup> June 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 via email: [procurement.fj@undp.org](mailto:procurement.fj@undp.org).

***Women applicants are encouraged to apply***