



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 01/07/2020

Country: Somalia

Description of the assignment: Media Expert – Support to Somalia Women Journalist

Project name: Communication Unit

Period of assignment/services (if applicable): Approximately 25 working days within spread over period of two months from (01 August 2020 – 30 September 2020)

Duty Station: Home based

Interested candidates are strongly encouraged to apply online via website <https://etendering.partneragencies.org>; Business unit- SOM10, Event ID: ITB2020-01 no later than close of business 10th July 2020.

Please note that incomplete applications will not be further considered. Please make sure you have provided all requested documents.

For consultants to know how to submit their tender, they can click on:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail: procurement.so@undp.org; copying mary.okello@undp.org.

UNDP Somalia procurement will respond in writing by uploading the clarifications to the following link: <https://etendering.partneragencies.org>; Business unit- SOM10, Event ID: ITB2020-01 titled **Media Expert – Support to Women Journalist in Somalia**. Interested consultants are requested to frequently check the above link for any addenda (clarification) that may be posted.

1. BACKGROUND

Discrimination against women can mean that women journalists are denied opportunities for professional growth and development. This hampers the creation of a successful media environment that can inform the public, hold decision makers to account and represent the views and interests of all Somalis without fear or favour.

Within this context, UNDP Somalia requires the services of an expert media professional to design a project that will provide sustained and focussed support to a cadre of women journalists.

A. Scope of Work

Under the guidance and direct supervision of the Communications Specialist, the media consultant will devise a comprehensive plan for the establishment of a women-managed and -staffed news section reporting on development issues, including details of the support required for its establishment, maintenance and promotion. The consultant will undertake the following tasks:

Conduct background research, identify partners and set the parameters of a pilot project to establish, train and equip a women's section within an existing Somali media outlet, including:

- Clarify the exact nature of the women's media section, including staffing structure, number of employees and interns, and how it will work within the existing media house and maintain its independence.
- Calculate budget for pilot phase, creation and future support for the section until it becomes self-sustaining.
- Identifying what equipment is needed and what training is required, both technically and editorially, including management skills for senior staff.
- Suggest focus of media coverage, which will offer fresh, original stories on multiple platforms, including radio and digital, that will appeal to the broadest audience possible
- Identify the established and upcoming women journalists who will make up the section, including its managing editor
- Design an internship scheme for women journalism students who will intern at the new section, including establishing relations with a suitable journalism faculty to provide interns
- Identify well-known Somali female journalists locally and in the diaspora who can mentor members of the women's section
- Outline plans to ensure the women's section maintains editorial independence and is respected by the media operation in which it is embedded, the wider media environment and beyond.
- Identify a local partner/partners to work with on identifying a reputable, sustainable media house in which the women's section can be embedded
- Identify a local partner/partners to work with on finding female journalists, including a managing editor who can staff the section.
- Suggest ways of widening the project in future by establishing women's media sections in outlets beyond Mogadishu, especially in regional capitals.
- Specify which local, regional and international media outlets could partner with the women's hub, rebroadcasting and republishing its material and possibly offering mentorship, advice and guidance.
- Identify strategies for the provision of support for the women journalists, considering how journalism in Somalia is a male-dominated environment, subject to pressure from the authorities, the business community, non-state actors and other groups.

D. Expected Outputs/Deliverables

	Deliverables/Outputs	Estimated duration to Complete	Target Due Date	Review and approvals required	% of total professional fee
1.	Work plan for implementation of the consultancy	1 week	01.08.2020	UNDP Somalia Head of Communications	20%
2.	Strategy paper for the establishment, maintenance and promotion of a women's media section in an existing Somali media outlet	4 weeks	30.09.2020		80%

E. Institutional Arrangements

1. Reporting Lines

The Individual Contractor will work under the direct supervision of UNDP Somalia's head of communications and in close collaboration with journalists, journalist associations and journalism schools in Somalia to gather necessary information.

2. Administrative Support

- a) The consultant will work under UNDP 'duty of care' and will comply with all UNDP security regulations;
- b) The Individual Contractor will be required to have a personal laptop and should have access to internet when working from home.

F. Duration

It envisaged that the contract will start on Aug 1, 2020 for a maximum of 25 working days spread over a period of two months.

G. Duty Station

Home-based with possible travel to Nairobi.

H. Qualifications of the Successful Individual Contractor

Competencies Corporate:

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

Functional Competencies:

- Strong interpersonal skills and ability to coordinate well with UNDP implementing partners and to build strong relationships with clients and external actors;
- Demonstrates expertise and clear understanding of policies and procedures for law enforcement and security sector reforms and, ability to apply judgement, advocate and provide policy advice;
- Demonstrates conflict resolution skills and ability to function in a team environment;
- Excellent organizational skills and ability to prioritize tasks;
- Strong analytical, communication, presentation, and writing skills including ability to produce high quality reports;
- Ability to work independently with strong sense of initiative, discipline and self-motivation.

Academic Qualifications:

- A postgraduate qualification in journalism, communications, international development, African politics and history or a related discipline

Experience:

- 10 years of experience working as a journalist for major international outlets, particularly those based in or focused on Somalia
- Extensive knowledge of Somalia's media landscape and political situation
- Excellent networks with Somali and international outlets and journalists, particularly those based in East Africa and who regularly cover Somalia
- Experience working with the UN in emergency contexts preferred
- Experience training or mentoring women journalists preferred

Language Requirements:

- Fluency in both written and spoken English.

I. Scope of Price and Schedule of Payments.

- The financial offer should be quoted based on a professional daily fee up to a maximum of 25 working days.
- The total professional fee shall be converted into an output-based contract based on the weighted percentage corresponding to each deliverable
- On completion of each deliverable, the Contractor shall submit an invoice (UNDP Certificate of Payment). Payment under the contract shall be made following certification by the UNDP Resilience and Climate Change Portfolio Manager that the services related to Deliverables specified in Section D above have been satisfactorily performed and the Deliverables have been achieved by or before due dates specified.
- Payment will be made within 30 days of submission of invoice and certification of payment by UNDP.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. **Financial Proposal** indicating lump sum for each deliverable in United States Dollars (USD) with total professional fee for this home based assignment. If an Offeror is employed by an organization/ company/ institution, and he/she expects his/her employer to charge a management fee in the process

off releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

3. **P11 and 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 3 professional references

Please scan all the above documents into one attachment and upload into the online system:
<https://etendering.partneragencies.org>.

5. EVALUATION

Combined scoring method: the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%. Technical proposals will be evaluated based on their responsiveness to the Terms of Reference (ToR).

Evaluation Criteria for Technical Score (Maximum of 70 points)

- | | |
|---|-----------|
| • Academic qualifications | 10 points |
| • Years of relevant experience | 40 points |
| • Proved record of successfully completion of similar assignments | 20 points |

Only applicants obtaining a minimum of 49 points (i.e. 70% of the 70 points) in the technical score will be considered for financial evaluation

Evaluation Criteria for Financial Score, i.e. Price Offer (maximum 30 points).

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other proposals receive points in inverse proportion. The formula for the rating of the proposals will be as follows: -

Rating the Technical Proposal (TP)

TP Rating = (Total score obtained by the offer/maximum obtainable score for the TP) *100

Rating the Financial Proposal (FP)

FP Rating = (lowest priced offer/price of the offer being reviewed) *100

Total Combined Score:

(TP rating) * Weight of TP, i.e. 70%) +(FP rating) * (weight of FP, i.e. 30) = Total combined and final rating of the proposal

Final award will be based on the highest combined score based on 70% technical offer and 30% price weight distribution of technically qualified proposals.

UNDP will only be able to respond to those applications in which there is further interest

6. FINANCIAL ARRANGEMENTS

- Payments as percentage of lump sum will be made on approval and timely completion of each deliverables described above.

- Any delay of deliverable must be approved by the Communications Specialist in writing.

7. INSTITUTIONAL ARRANGEMENTS

The consultant will liaise/interact/collaborate with Communication Unit for the execution of the assignment. The consultant will work under direct supervision of Communication Specialist.

ANNEX 1

ANNEX 2- General Terms and Conditions of Individual Consultants



Annex II -IC GTCs