

TERMS OF REFERENCE

United Nations Pacific Regional Anti-Corruption (UN-PRAC) Project

Reference	PN/FJI/065/20
Location	Home-based
Application deadline	24 th July 2020
Type of Contract	Individual Contractor
Post Level	International Consultant
Consultancy Title	Webinar and Capacity Development Consultant
Languages required:	English
Duration of Initial Contract:	40 days over five months

BACKGROUND

The UN Pacific Regional Anti-Corruption (UN-PRAC) Project is a joint UN Office on Drugs and Crime (UNODC) and UN Development Programme (UNDP) initiative, funded by the Australian Government, aimed to support Pacific Island Countries (PICs) to strengthen their national integrity systems.

The Project is firmly anchored on two very important international initiatives, namely i) the United Nations Convention against Corruption (UNCAC) as the only international legally binding framework on how to prevent and fight corruption, and ii) the Agenda 2030 and the Sustainable Development Goals (SDGs), specifically SDG 16 which calls for stronger action on anti-corruption, transparency and accountability.

DUTIES AND RESPONSIBILITIES

Scope of Work

Providing anti-corruption policy support to the 14 PICs is a cornerstone of the UN-PRAC Project's mission. UN-PRAC also engages in training and support for non-State actors including civil society, media, Parliaments, the private sector and media. Due to the onset of COVID-19 and resultant travel restrictions, UN-PRAC is seeking to step-up its training activities and information provision into engaging in online formats. As such, UN-PRAC wishes to revise its current training materials and toolkits and develop new ones that continue to enhance peer-learning and knowledge sharing, while being able to make an impact in today's crowded field of online webinars and engagement.

The successful consultant will advise on and implement an approach to successfully deliver these webinars, trainings and means of engagement. A webinars/ training plan will be developed (goals, objectives and indicators) to guide the delivery of the webinars/ trainings in 2020. Webinars/ trainings will be organized and delivered to target audiences including national and regional participants, UNCAC focal points and the wider regional audience spectrum. Collected webinars registration/ attendance statistics and further processed webinars recordings will be published via the existing YouTube channel and other approved portals, as appropriate.

Expected Outputs and Deliverables

1. Webinar/ Training Production: Support the planning, production and coordination of a suite of webinars/ trainings within UN-PRAC's core/key areas and in line with 2020 work plan, including but not limited to the following activities:

- A webinars plan will be developed (goals, objectives and indicators) to guide delivery of webinars during 2020.
- Support the creation of a core UN-PRAC webinar/ training template, establishing the most suitable medium (e.g. Hopin, Zoom, etc.), easy insertion of video and infographics, optimal duration, user-friendly guidelines for facilitators, trainers and participants, and cognizant of differing Pacific time zones and cultures.
- Support training of key UN-PRAC trainers and facilitators to source and prepare their training materials for optimal final webinar adaptation and effectiveness by the consultant.
- Organization and planning of key Webinar/ training sessions in line with UN-PRAC's workplan.
- Deliver UN-PRAC's virtual Webinar sessions both as a producer and as a back-up facilitator.
- Deliver and prepare all required planning materials for Webinars/ trainings (e.g. participant guides, producer guides).
- Adapt UN-PRAC's existing anti-corruption toolkits into a more user-friendly, self-learning format.
- Coordinate with participants, external service providers, resource persons and IT support to establish and maintain knowledge management and portal access to UN-PRAC materials and webinars.
- Follow-up with the translation of useful webinar/ training materials in case of delivery in different languages.
- Ensure materials can speak to a regional Pacific audience, rather than to just one Pacific country.
- Support the monitoring and evaluation of the sessions.
- Perform any other Webinar-related duties as required.

The consultant will manage all the technological aspects of Webinar meetings and ensure successful interaction between participants on the web-conferencing platform. The consultant will coordinate the virtual outreach process from Webinar planning to Webinar delivery in different countries.

- 2. Capacity Development:** Support the coordination, participation and sharing of knowledge within UN-PRAC, including:
- Organize conference calls, events and knowledge sharing meetings for UN-PRAC groups and webinars/ trainings, providing a sustainable template.
 - Ensure that the content and information on the UN-PRAC's webinar workspace website is up to date and easily accessible.
 - Support the marketing and promotion of UN-PRAC's webinars/ trainings online to target audiences.
 - Perform any other UN-PRAC capacity-building and knowledge-management related duties, as required.

Institutional Arrangement

- Identify the specific authority/ies who will directly supervise the IC, and to whom he/she will be directly responsible to, reporting to, seeking approval/acceptance of output from (e.g., the Project Manager, or National Project Director, etc.)
- Indicate the frequency of progress reporting, if required (e.g., weekly, monthly, fortnightly, etc.), the recommended formats, if any. If any of the reports must be presented, indicate the audience/body and expected location and venue.
- Identify institutions/organizations/individuals with whom the IC is expected to liaise/interact/collaborate/meet with in the course of performing the work (e.g., other agencies,

project co-implementers, donors, communities, local government units, etc.)

- Define roles / extent of participation of entities involved in the management/implementation of the contract (e.g., as respondents to survey, resource persons to confer with, approving authority, evaluating performance, etc.)
- Specify if the project will be able to provide (or not) any facilities, support personnel, support service, or logistical support, what they will be, and at what stage of the work. Costs to arrange local transport, workshop venues, etc. to be stated if covered by UNDP/implementing partner or should be included in the price proposal.

Duration of the Work

The duration of this consultancy is expected to be forty (40) working days spread over five (5) months. Expected start date of the assignment is 1st August 2020.

Duty Station

Home Based

COMPETENCIES

- Extent and relevance of experience in preparing and producing webinars and other on-line capacity development events.
- Extent and relevance of experience in production and maintenance of IT platforms, workspace and webpages.
- Extent and relevance of experience in anti-corruption and sustainable development.
- Extent and relevance of experience in National Government and international organizations.
- Demonstrated ability to establish capacity building and training activities.
- Excellent communication, facilitation and presentation skills, including ability to write concise technical reports.
- Field experience in a Pacific Island country is an asset.
- Work experience with UNODC or UNDP is considered an asset.
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Bachelor's degree in communications, journalism, media, or other relevant field or at least three years of equivalent professional webinar production;

Experience

- Previous experience producing webinars with demonstrated impact with a National Government, UN agency, development agency or advocacy group;
- Track record of producing quality work to deadlines;
- Fluency in the English language; fluency in other Pacific languages would be an asset.
- Experience in planning and producing Webinars/ trainings and / or other similar platforms;

- Experience in capacity development, knowledge management and communication initiatives;
- Demonstrated video literacy with Pacific anti-corruption issues or similar contemporary Pacific whole-of-society issue is desired.

Language requirements

- Fluency of English language is required;
- Knowledge of one Pacific Island language would be an asset.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on 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: Delivery of Webinars plan, a template Webinar session and preparation materials: 15% of total contract amount

Deliverable 2: Production of the first three UN-PRAC webinars to audiences: 30% of total contract amount

Deliverable 3: Maintenance of webinar knowledge management, portals, webinar reports and minutes for the first three webinars and follow-up for participants: 15% of total contract amount

Deliverable 4: Production of up to five additional agreed webinars and satisfactory webinar reports and follow-ups: 40% of total contract amount

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.

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

Bids will be evaluated on cumulative analysis. The award of the contract shall be made to the bidder 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)

No.	Criteria	Points
1	Bachelor's degree in communications, journalism, media, or other relevant field or at least three years of equivalent professional webinar production	5
2	Demonstrated experience in developing and producing webinars in at least one Pacific Island Country	20
3	Demonstrated success in producing quality webinar products. Please attach or provide links to two samples of previous work that shows a webinar in English to your application	20
4	Demonstrated webinar literacy with Pacific anti-corruption issues or similar contemporary Pacific whole-of-society issue	10
5	Previous experience producing webinars with demonstrated impact with a Pacific National Government, UN agency, development agency or advocacy group	10
6	Track record of producing quality work to deadlines	5
Financial Offer		30

Only bidder 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 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;
- **Financial proposal in USD**, 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.

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 (Webinar and Capacity Development Consultant) with reference (PN/FJI/065/20) and submitted via **UN Job shop** by **24th July 2020**.
- **Note: UNDP Jobs only supports single document upload hence ensure that the proposal is consolidated and submitted as one single document**
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: deepak.naicker@undp.org

Women applicants are encouraged to apply