

TERMS OF REFERENCE

Long Term Agreement

1. Assignment Information

Assignment Title:	International Communications Consultant (s)
Cluster/Project:	Policy and Innovation Hub for Sustainable Development
Post Level:	International Expert
Contract Type:	Long Term Agreement (LTA) up to 03 LTAs
Duty Station:	Home based and Phnom Penh
Expected Place of Travel:	TBC (with some field trips to project sites in provinces)
Contract Duration:	Initial contract from 01 Sept 2020 to 30 Aug 2021 (up to 150 days per year with a possibility of extension up to 03 years)

2. Background

The United Nations Development Programme (UNDP) is the leading United Nations organization fighting to end the injustice of poverty, inequality, and climate change. Working with our broad network of experts and partners in 170 countries and territories, we help nations to build integrated, lasting solutions for people and planet. We help countries develop strong policies, skills, partnerships and institutions so they can sustain their progress.

In Cambodia, under its current Country Programme (2019-2023), UNDP Cambodia programme offers focus on development results across three key inter-dependent pillars including inclusive and sustainable growth, environmental protection, climate change adaptation and mitigation, and the opportunities for all to contribute to and benefit from Cambodia's transformation. Pivotal to our approach is our partnership with the Royal Government of Cambodia, civil society groups, community organizations, development partners, and the private sector on issues related to the Cambodia's Sustainable Development Goals (CSDGs).

The Communications Unit is playing significant roles to communicate UNDP's results and thought leadership. This is important to demonstrate the Country Programme's impact through influencing the development and implementation of relevant policies and programmes at both national and local levels. These roles range from working with media agencies, giving support in managing the Country Office's online presences, producing relevant reports and multi-media products to organizing public events.

We are now recruiting up to three international communications consultants on Long Term Agreement to support the Country Office (CO)'s Communications Unit to deliver these results more effectively and meaningfully.

3. Scope of Work

Under the direct supervision of a Communications Analyst, the international communications consultants, will be responsible for providing high quality services in the following areas, based on an in-dept understanding of local and national contents while incorporating lessons learnt from global practices:

1] Content Writing:

- Writing web content for the CO's online presences including website and Exposure
- Writing human stories, impact stories, and photo stories to highlight the impact and good practices generated under the UNDP supported projects and initiatives
- Writing Op-eds, articles, blog posts, press releases, and social media packs
- Writing case studies, project briefs/pagers, and other pieces

2] Content Editing:

- Editing reports, policy briefs, and other papers
- Editing media related pieces of content such as Op-eds, articles, press releases, etc.

3] Design of Communications and Outreach Materials:

- Designing infographic content for both online and print materials
- Designing booklets, leaflets, pagers, and posters
- Photo and video making and editing

4. Deliverables

A separate specific TOR will be developed for the specific services needed within the scope of the LTAs. The international communications consultants shall ensure confidentiality of all the information received during the assignment. All the deliverables are branded as or owned by UNDP Cambodia.

5. Institutional Arrangement

The international communications consultants will work with the CO's communications team under direct supervision of the Communications Analyst.

6. Duration of the Work

The initial assignment is up to 150 days per year expected from 01 September 2020 to 30 August 2021, with a possible extension up to 03 years based on the needs and satisfactory performance of the consultants. The proposed professional fee remains valid for up to 03 years.

The LTA refers to a mutual arrangement whereby the international communications consultants will provide services as required, over a specific period of time. It specifies the unit price (daily rate), allowing for a framework agreement to be used when the consultants' services are needed.

7. Duty Station

The duty stations for this assignment is home based and in Phnom Penh, with some field travelling. The assigned international communications consultant who is expected to travel to the Country Office (CO) to undertake any assignment in Cambodia is required to undertake the BSAFE training through <https://training.dss.un.org/course/category/6> prior to travelling.

8. Minimum Qualifications of the Individual Contractor

Education:	Master’s degree, or equivalent, in public policy, international relations, communications, marketing or a related field
Experience:	<ul style="list-style-type: none"> • At least 3 years of experience in the field of communications and brand management with proven experience in strategic communications, content writing and content editing • Prior experience in designing communication materials including infographics, project briefs and posters • Working experience in Cambodia is required and proven experience working in the United Nations (UN) communications is desirable
Competencies:	<ul style="list-style-type: none"> • Strong communication skills in writing and editing content and designing communication and outreach materials for an organization. • Knowledge of the UN’s procedures and communications guidelines is an asset • Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive
Language Requirement:	Fluency in English is required

9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Master’s degree, or equivalent, in public policy, international relations, communications, marketing, or a related field.	20
At least 3 years of experience in the field of communications and brand management with proven experience in strategic communications, content writing and content editing (<i>to be assessed by submitted sample of writing and editing</i>)	30
Prior experience in designing communication materials including infographics, project briefs, and posters (<i>to be assessed by submitted sample</i>)	30
Proven experience working within the UN communications in Cambodia is required.	20
Total Obtainable Score:	100

10. Payment Milestones

The payment is made based on the actual number of days per each assignment agreed prior to each assignment is taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs). The number of days of each assignment is expected to vary.

The contractor can begin working only after a **purchase order (PO)** is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote one rate of daily professional fee. The rate shall be all inclusive and fixed during the contract period.

The contractor will be paid on a lump sum basis as per agreed per assignment/ToR.