

Terms of reference



GENERAL INFORMATION

Title: Conduct communication assessment of local governance structures
Project Name: Strengthening Human Security in Northern Clarendon and West Kingston
Reports to: Resident Representative
Duty Station: Kingston
Expected Places of Travel (if applicable): Not applicable
Duration of Assignment: Thirty (30) non-consecutive days

REQUIRED DOCUMENTATION FROM CONTRACTOR

<input checked="" type="checkbox"/>	Letter of presentation highlighting main qualifications and experience relevant to this TOR; CV and Signed P11
<input checked="" type="checkbox"/>	Copy of Education Certificates
<input checked="" type="checkbox"/>	Completed Technical Proposal
<input checked="" type="checkbox"/>	Completed Financial proposal

I. BACKGROUND

Many communities in Jamaica are vulnerable and face challenges due to multiple human insecurities. The Government of Jamaica (GOJ) is committed to addressing these human insecurities in order to promote social and economic development while protecting the natural environment as articulated in the Vision 2030 Jamaica: National Development Plan (Vision 2030). It is also recognized that the complexity and interconnectedness of the human insecurities require a multi-sectoral, multi-dimensional and multi-level approach that is prevention-oriented, people-centered and partnership driven.

In an effort to address the diverse human insecurities in a comprehensive and holistic manner, the Joint United Nations (UN) Team comprising the United Nations Development Programme (UNDP), United Nations Environment Programme (UNEP), Pan-American Health Organization (PAHO); the Food and Agriculture Organization (FAO); United Nations Educational, Scientific and Cultural Organization (UNESCO); the Global Environment Facility (GEF) Small Grants Programme (GEF SGP) and UN Women are partnering with the GOJ to implement the three-year **“Strengthening human resilience in Northern Clarendon & West Kingston” Programme** under the “Delivering as One” approach.

A comprehensive human security analysis revealed a wide range of threats and insecurities facing communities in Jamaica. The indicators of human insecurity are reflected across the portfolios of UN Agencies, justifying the need for an integrated approach to reduce vulnerabilities. The joint programme will allow for enhanced coordination and streamlining of resources and efforts to attain common programme objectives in the target communities. Four priority areas emerge as the most prevalent and best suited for a joint UN programme, namely:

- Economic insecurity – expressed in the form of poverty and unemployment, especially among youth and in particular women, and low levels of rural development
- Environmental insecurity – seen in vulnerability to natural hazards and the need to strengthen resilience to climate change and improve management of the use of natural resources such as water and land
- Personal insecurity – expressed in the forms of political and community insecurity because of the high levels of crime in West Kingston
- Health insecurity – due to limited infrastructure for and access to basic services such as water and sanitation.

The three-year programme which is supported by the United Trust Fund for Human Security (UN-TFHS) is aimed at enhancing resilience and human security of communities in Northern Clarendon and West Kingston in Jamaica. It will also seek to mainstream the human security approach in development strategies and support improvement in the policy and regulatory framework in water resources management.

This will be achieved through four key objectives:

Objective One: *Local and community governance bodies strengthened to design and oversee interventions to address insecurities*

Objective Two: *Enhanced economic, food and nutrition security in selected communities*

Objective Three: *Improved environmental health and water security at the community, local and national levels*

Objective Four: *Institutional capacity for integration of Human Security Approach strengthened*

Rationale for Consultancy

UNDP plans to conduct an assessment of local governance structures to address the gaps that exist between such structures at the local and parish level. The main objective of the consultancy is to design and implement a communication strategy that would eliminate any communication gaps and strengthen the overall capacity of both structures.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The consultant is expected to conduct a communication assessment to identify the gaps in communication between local and parish governance structures. The consultant will be required to work closely with multiple national and local stakeholders. Specifically, the consultant will:

- Assess the communication capacities of stakeholders including the Clarendon and Kingston Municipal Corporations and the respective Community Development Committees (CDCs) and Parish Development Committees.
- Develop a communication strategy and implementation plan to address findings of assessment. Strategy would include:
 - Specific approaches for improving and addressing communication requirements between the local and parish level governance structures
 - Requisite resources and timeline to implement strategy.
 - Types of communication tools required and best suited for respective CDCs

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated Number of Working Days	Proposed Completion Deadline	Percentage
Inception Report to include: <ul style="list-style-type: none"> ○ Detailed Work-plan ○ Approach to work ○ Risk and Mitigating actions for consultancy 	5	3 weeks upon signing contract	10%
2a. Draft Communication Assessment Report, Communications Strategy & Implementation Plan 2b. Final Communication Assessment Report, Communications Strategy & Implementation Plan	20	8 weeks upon signing contract	60%
Validation session on communication assessment and strategy	5	10 weeks upon signing contract	30%
Total	30		100%

III. WORKING ARRANGEMENTS

Institutional Arrangement

a) Consultant will report directly to the Resident Representative working closely with the UNDP Jamaica Programme Team.

Duration of the Work

- a) The consultant will work for 30 non-consecutive days
- b) The anticipated start date for the consultancy is September 2020
- c) UNDP and relevant partners will review and provide comments on deliverables within 3-5 business days of receipt of the deliverable.
- d) Payment for deliverables can only be made upon submission and approval of an invoice. Payment usually take 5-7 consecutive working days to be processed

Duty Station

- e) Jamaica

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Minimum Bachelor's Degree in Communication, Public Relations or relevant discipline

Years of experience:

- Minimum of five years' professional experience in Media & Communication with a Bachelor's Degree **OR** minimum two years' of professional experience in Media & Communication with a Master's Degree.
- Proven experience in developing communication strategy documents.
- Experience in conducting research (quantitative/qualitative), communication analysis and writing research reports
- Sound knowledge and understanding of the development and communication context in Jamaica
- Experience engaging with diverse stakeholders and multiple levels (grassroots/community, national, regional)
- Previous work for similar projects/programs for UN or similar International Development Partner would be considered an asset
- Strong writing and communication skills

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

2. Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>		
<ul style="list-style-type: none"> Minimum Bachelor's Degree in Communication, Public Relations or relevant discipline 	Pass/Fail	Candidates will be given a 'Pass' mark provided they have met the requirement as it pertains to the relevant educational qualifications in addition to the relevant years of experience.
<ul style="list-style-type: none"> Minimum of five years' professional experience in media & communication with Bachelor's Degree. Minimum two years with Masters 	20%	15 points will be allocated for meeting the minimum years' (re: Bachelors/Masters) experience in media and communications. An additional point will be allocated for each year above this up to a maximum of 20 points.
<ul style="list-style-type: none"> Proven experience in developing communication strategy documents. 	20%	15 points will be allocated for each communication strategy document where the consultant has led the development process, to a maximum of 20 points. Samples must be provided.
<ul style="list-style-type: none"> Experience in conducting research (quantitative/qualitative), 	20%	15 points will be allocated for the submission of two research reports

communication analysis and writing research reports. At minimum two research reports must be provided, one of which must be based on the Jamaican development context.		<i>where the consultant is the lead researcher. 1 point will be allocated for each additional report submitted up to a maximum of 20 points.</i>
<ul style="list-style-type: none"> Assessment of Technical Proposal <p>Technical Proposal should detail the consultant's approach to work based on the TOR. Points will be awarded based on:</p> <ul style="list-style-type: none"> - <i>Clarity (2 points)</i> - <i>Specificity (2 points)</i> - <i>Language (2 points)</i> - <i>Feasibility (2 points)</i> - <i>Approach to work (2 points)</i> 	10%	<i>Candidates will be allotted a maximum of 10 points based on the fluidity of their technical proposal.</i>

Financial Criteria weight: 30%

Application Procedure:

Qualified and interested candidates are requested to submit the following to demonstrate your interest and qualifications by explaining why you are the most suitable for the post:

- **Cover Letter** explaining why you are the most suitable candidate for the advertised position.
- **Completed P11 form** (Personal History Form) (available on UNDP website) **and/or CV** including past experiences in similar projects and contact details of referees.
- **Technical Proposal**-should include (a) detailed proposed strategy/methodology, work plan timeline; risks/limitations; (b) detailed profile of the expertise of the consultant, especially as it relates to scope of work;
- **Financial Proposal (using template provided)**-specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount for the specified tasks (e.g., costs related to data collection, capacity building events, public information session/launch, travel, and any other costs, including the number of anticipated work days). Overall, the financial proposal should include costs to deliver the work plan.

Incomplete applications will not be considered. Please make sure you have provided all requested documents. UNDP retains the right to contact references directly. Due to the large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest of confidence.

Approval

Signature



Name

Denise Antonio, Resident Representative

Date

13-Aug-2020