



TERMS OF REFERENCE

Reference	PN-FJI-078-20
Location	UNRC Office, Suva
Application deadline	23 August 2020 (Fiji Time)
Title	Spotlight Communications Specialist
Type of Contract	Individual Contract
Languages required:	English
Duration of Initial Contract:	September 2020-September 2021 (12months)

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 centre 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 Marshall 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

Scope of Work

Under the direct supervision of the Spotlight Programme Coordinator in Suva, Fiji, the consultant 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 Communications Team, Civil Society Organisations, national entities and CROP agencies. This includes but is not limited to:

- Lead the development of comprehensive and realistic communication and visibility plans and strategies, as per global Spotlight Visibility Guidelines;
- Track progress against established work plans and outputs;
- Coordinate the implementation of visibility, communications, and outreach activities with recipient UN agencies and other partners, ensuring compliance with Spotlight Initiative communications guidelines and that all Spotlight Initiative programming and activities are appropriately managed, branded and communicated;
- In close liaison with Spotlight colleagues based in the Recipient UN Agencies ensure country context appropriate communication and visibility;
- Manage, evaluate, and implement high impact Spotlight communications' product and design and maintain a digital presence, including robust social media footprint for the Spotlight Initiative;
- Identify and compile success stories and programme achievements and manage knowledge sharing among recipient UN agencies;
- Ensure wide dissemination and visibility of programme achievements;
- Manage contracts with consultancies and vendors related to Spotlight communication and external relations;
- Develop and support relationships with members of the media;
- Write and/or disseminate press releases, policy briefs, pamphlets, talking points, speeches, editorials, branded materials, and other written communications materials;
- Provide input and support to Spotlight narrative reporting processes;
- Support the preparation, implementation and follow-up of Steering Committee meetings, other high-level events, trainings, and workshops related to the Spotlight Programme;
- Provide communications and advocacy support to joint national campaigns, launching initiatives, and publications with focus on Spotlight;
- Establish a platform for the sharing of knowledge and communications to ensure the highest level of coordination and standardised best practices;
- Support the linkages between multi-country and single country levels and, together with colleagues in the respective PICTs;
- Foster partnership with government, civil society, NGOs, development partners and UN agencies;
- Any other related tasks as may be required or assigned by the supervisor.

Expected Outputs and Deliverables

As an active RCO 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 **12 months** with the expected start date in **September 2020** and ends **September 2021**.

Duty Station

- The Consultant is expected to be based in the UNRC Suva 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:

- An advanced university degree (Master's degree or equivalent) in communication, journalism, international relations, public information or related field is required.
- A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

- At least three years of professional working experience in relevant field (communications or gender) is required.
- Experience developing and implementing strategic, multimedia communications campaigns for a diverse audience is required;
- Experience interacting and managing relations with the media is required;
- Experience with Communications in the UN System in the Pacific is desirable.

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

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on the **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, 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 September 2020.
Payment is based on number of days worked and submission and approval by UNRCO of monthly report indicating progress against work assigned.
- **Deliverable 2:** Report outlining the tasks undertaken in October 2020.
Payment is based on number of days worked and submission and approval by UNRCO of monthly report indicating progress against work assigned.
- **Deliverable 3:** Report outlining the tasks undertaken in November 2020.
Payment is based on number of days worked and submission and approval by UNRCO of monthly report indicating progress against work assigned.
- **Deliverable 4:** Report outlining the tasks undertaken in December 2020.

Payment is based on number of days worked and submission and approval by UNRCO of monthly report indicating progress against work assigned.

- **Deliverable 5:** Report outlining the tasks undertaken in January 2021.

Payment is based on number of days worked and submission and approval by UNRCO of monthly report indicating progress against work assigned.

- **Deliverable 6:** Report outlining the tasks undertaken in February 2021.

Payment is based on number of days worked and submission and approval by UNRCO of monthly report indicating progress against work assigned.

- **Deliverable 7:** Report outlining the tasks undertaken in March 2021.

Payment is based on number of days worked and submission and approval by UNRCO of monthly report indicating progress against work assigned.

- **Deliverable 8:** Report outlining the tasks undertaken in April 2021.

Payment is based on number of days worked and submission and approval by UNRCO of monthly report indicating progress against work assigned.

- **Deliverable 9:** Report outlining the tasks undertaken in May 2021.

Payment is based on number of days worked and submission and approval by UNRCO of monthly report indicating progress against work assigned.

- **Deliverable 10:** Report outlining the tasks undertaken in June 2021.

Payment is based on number of days worked and submission and approval by UNRCO of monthly report indicating progress against work assigned.

- **Deliverable 11:** Report outlining the tasks undertaken in July 2021.

Payment is based on number of days worked and submission and approval by UNRCO of monthly report indicating progress against work assigned.

- **Deliverable 12:** Report outlining the tasks undertaken in August 2021.

Payment is based on number of days worked and submission and approval by UNRCO of monthly report indicating progress against work assigned.

- **Deliverable 13:** Report outlining the tasks undertaken in September 2021.

Payment is based on number of days worked and submission and approval by UNRCO of monthly report indicating progress against work assigned.

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

Individual consultants will be evaluated based on the **Cumulative analysis method**.

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

- Master's degree or equivalent in communication, journalism, international relations, public information or related field is required :**20**

Criteria 2: Work experience: 60 points

- At least three years of professional working experience in relevant field (communications) is required - **20**
- Experience developing and implementing strategic, multimedia communications campaigns for a diverse audience is required -**15**
- Experience interacting and managing relations with the media is required- **15**
- Experience with Communications in the UN System in the Pacific is desirable- **20**

Criteria 3: Language requirements and Computer skills: 10 points

- Fluency of English language: **10**

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.

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **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 three (3) professional references.
- **Financial proposal**, as per template provided in Annex II.

Note: Successful individual will be required to provide sign the UNDP Statement of Health Form and proof of medical insurance coverage for the duration of the assignment before commencement of contract. Such cost if any shall be part of the ICs proposed fees unless there is already an existing medical insurance coverage hence no additional cost shall be proposed.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

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](#)

All forms (Annexes) can be downloaded from the Procurement Section of UNDP Pacific Office in Fijis website (www.pacific.undp.org)

Interested individuals shall submit their proposal via UNDP Etenderbox email address (etenderbox.pacific@undp.org) or via UNDP Jobs. Please note the when submitting proposals via UNDP Jobs website group the proposal document into one (1) single PDF document as the application only allows to upload maximum one document. All proposals shall be submitted **by/before 23rd August 2020 (Fiji Time)**

For any clarification regarding this assignment please write to Mr. Ronald Kumar on procurement.fj@undp.org.