

TERMS OF REFERENCE

Reference	PN/FJ/087/20
Consultancy Title	Consultant to support UN 75 anniversary coordination
Duty Station	Suva, Fiji
Application deadline	17 th September 2020
Type of Contract	Individual Contractor
Competition	International/National
Languages required:	English
Duration of Contract:	15 days between September to October 2020

Consultancy proposal should be sent via email to etenderbox.pacific@undp.org no later than 17th **September 2020 (Fiji Time)** clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to procurement.fj@undp.org UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. **Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.**

Note: Successful individual will be required to provide proof of medical insurance coverage for the duration of the assignment before commencement of contract

BACKGROUND

The UN is marking its 75th anniversary at a time of great disruption for the world, compounded by an unprecedented global health crisis with severe economic and social impacts. The Pacific region, characterized by a strong dependence on tourism revenues has suffered immensely from border closures and lockdowns, with knock on effects for overall economic activity, supply chain disruptions and job losses.

In January 2020, UN launched the global dialogue initiative, and discussions have taken place in all settings, from classrooms to boardrooms, across the world, including Pacific Islands. In order to reach as many people as possible, UN have built partnerships with youth, civil society, business and media organisations, and created a one-minute survey that is quick and easy to complete. UN Day 2020 is a time for reflection in the Pacific - to look back at how far the world has come since the conception of the UN 75 years ago, but critically, a time to commit ourselves as Small Island Developing States to a brighter, greener, healthier, more equal and peaceful future for all. Continuing from where the Pacific Unite Concert left off, UN Day 2020 is envisioned to be an all-inclusive Open-Day event at the Vodafone Arena. The full day event will be a mix of the educational focus and the entertaining, with a strong focus on solidarity, multi-culturalism and the need to build back better in our post-COVID world.

Consultancy

This Consultant is expected to support the Task Force composed of the Office of the Resident Coordinator and the UN Communications Group on the high-profile delivery of UN 75 anniversary related events across ten Pacific countries. The primary responsibility of the Coordinator will be to take ownership of all the events-planning related to the advocacy and outreach of the UN 75 across Pacific. He or she will work to ensure that all necessary elements for each event are in place, all critical path milestones are met, and that all events are successfully organized in a smooth and efficient manner.

SCOPE OF WORK AND DELIVERABLES

The Consultant is expected to support the following activities:

- 1. Support to the Office of the Resident Coordinator and the UN Communications Group**
 - As part of the Task Force and under the overall guidance of the Team Leader, formulate strategies and workplan to celebrate 75 anniversary of the UN and ensure timely follow-up to directions, including the effective dissemination of information to relevant stakeholders;
 - Identify, research, analyze, prepare and/or organize information and briefing materials for the Task Force as required to facilitate planning and decision-making;
- 2. Lead on events planning and execution**
 - Create a master plan for all events ensuring that all meeting agendas and substantive subject-matter reflect and advance the objectives of the Task Force strategy as a whole;
 - Create and support implementation of the event plan for each individual event, identifying the participants, panelists, assigning responsibilities and deadlines, and ensuring adherence;
 - Working with the Communications Group to ensure speeches, briefings, talking points, PowerPoint presentations, leave-behinds, press kits, or other materials are prepared as needed, and/or that media outreach is conducted effectively as applicable;
- 3. Partnership Building**
 - Help to maintain and facilitate the strategic dialogue between the UN system colleagues and counterparts, Permanent Missions, Governments, NGOs, partners, donors and other stakeholders. Help to identify areas of cooperation and coordination to achieve coherent and aligned joint activities as appropriate;
 - As required, review and analyse progress with identified partnerships and provide inputs to the evolving partnership engagement strategy, identifying risks and opportunities with relevant actors;
- 4. Communication and Advocacy**
 - Working with in close coordination with Communication Group provide a strong support in helping to develop an overarching communication strategy at a regional and national level pulling on all the resources of the team and the wider Taskforce;
 - Support coordination and follow up to the Pacific Unite Concert, ensuring all commitments of the workplan are met on a timely basis building linkage between the UN 75 and Pacific Unite.

Deliverables

- Approved Master Plan for the events, including individual plans for each event, with clearly stated objectives, key functions, roles & responsibilities, major milestones, critical path milestones;
- Short (1-2-page) close-out report for each event, with lessons learned from event-management perspective;
- Communications matrix and outreach plan;
- Partnerships/key influencer plan.
- **Location:**

Consultant is expected to be based in Suva, Fiji during the duration of this assignment.

WORKING ARRANGEMENTS

Institutional Arrangement

The Consultant will physically work from the United Nations Resident Coordinator's Office (RCO) and will report directly to the Resident Coordinator in Fiji MCO. The Consultant will also maintain a close working relationship with the Development Coordination Officer, Strategic Planning and RCO Team Leader

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

The consultant should have a minimum university degree in social sciences, international relations, development studies, business, communications or related field

Experience

- Sound relevant experience in coordinating complex, multi-stakeholder, multi-country events in the Pacific
- Familiarity with and previous experience with the UN or similar environment ;
- Previous experience working with and engaging the diplomatic community and donors across Pacific;
- Excellent writing, planning, research, communication and reporting skills and demonstrated ability to perform well in a multi-cultural environment;
- Fluency in English, excellent oral and written communication skills and outstanding interpersonal skills

Evaluation Method and Criteria:

Individual consultants will be evaluated based on the cumulative analysis methodology.

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 a pre-determined set of weighted technical and financial criteria specific to the solicitation: Technical Criteria 70% (as indicated above in Experience and Qualifications section) and Financial Criteria 30%.

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Technical Criteria – Maximum 70 points

- Criteria 1 - Sound relevant experience in coordinating complex, multi-stakeholder, multi-country events in the Pacific - 15%;
- Criteria 2 - Familiarity with and previous experience with the UN or similar environment - 10%;
- Criteria 3 – Previous experience working with and engaging the diplomatic community and donors across Pacific – 20%;
- Criteria 3 – university degree in social sciences, international relations, development studies, business, communications or related field - 10%;
- Criteria 4 - Excellent writing, planning, research, communication and reporting skills and demonstrated ability to perform well in a multi-cultural environment- 10%;
- Criteria 5 - Fluency in English, excellent oral and written communication skills and outstanding interpersonal skills- 5%

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents;

- CV including names/contacts of at least 3 referees.
- A cover letter indicating why the candidate considers himself/herself suitable for the required consultancy;
- Completed template for confirmation of Interest and Submission of Financial Proposal.

Consultancy proposal should be sent via email to etenderbox.pacific@undp.org no later than 17th **September 2020 (Fiji Time)** clearly stating the title of consultancy applied for.

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted.

Individuals applying for this consultancy 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.

Consultant must send a financial proposal based on a **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 (Daily fees to include IC's medical insurance costs), 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.

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.

For any clarification regarding this assignment please write to procurement.fj@undp.org.