

United Nations Development Programme
Terms of Reference for the recruitment of a Communications Consultant
Under the Climate Promise Initiative



*Empowered lives.
Resilient nations.*

Type of Contract:	Short Term Independent Consultant
Duration:	50 days over 6 months
Location:	Seychelles
Duty station:	UNDP Seychelles
Expected Start Date:	1 st October 2020
Expected End Date:	31 st March 2021

Project Title: Communications Consultant to support the Government of Seychelles update its NDCs under the Climate Promise Initiative

A. Introduction

Climate change presents the single biggest threat to sustainable development and is already causing widespread, unprecedented impacts that disproportionately burden the poorest, marginalised and most vulnerable. Under the 2015 Paris Agreement, countries unanimously agreed to work toward global goals that would limit global average temperature rise. A key principle in the Paris Agreement is that no country should backslide on its intentions, which were put forward in climate action plans known as “Nationally Determined Contributions”, or NDCs. All countries are expected to submit increasingly ambitious NDCs every five years, often described as a “ratchet mechanism”. A first opportunity to do so is in 2020.

The UNDP Climate Promise Initiative

UNDP is launching its Climate Promise Initiative (CPI) to provide necessary financial and technical support to selected countries to enhance their NDCs making them more ambitious and realistic, at the same time. Small island development states are among the countries prioritized for getting support within the UNDP CPI.

The UNDP CPI is designed to provide support along five service lines: (i) Build Political Will & Societal Ownership at National/Sub-National Levels, (ii) Review, Align & Update/Enhance Current NDC Targets, Policies & Measures, (iii) Incorporate Additional Sectors &/or GHGs, (iv) Assess Costs & Investment Opportunities, and (v) Monitor Progress & Strengthen Transparency.

Seychelles has been selected to receive support within the UNDP CPI to support the country in enhancing its NDC to make it more ambitious. This will be facilitated through the implementation of the CPI in Seychelles.

The Seychelles NDC revision is an opportunity to describe how and what governance arrangements will be used to deliver the NDC (known as the “means of implementation”),

which can improve clarity, transparency, and understanding, and give reassurance that the NDC targets will be achieved.

Objective of the Climate Promise Initiative

To provide technical and expert support to the Seychelles Government in reviewing and updating the Seychelles NDC document and adding new relevant sectors as agreed with the Government in preparation for the Conference of Parties (COP) 26.

B. Objectives of the Assignment

The objective of this assignment is to ensure effective implementation of the UNDP Climate Promise Initiative in Seychelles (CPIS) with delivery of all the intended outcomes and outputs in accordance with the approved CPIS work plan and detailed annual work plan within the approved budget. The assignment involves provision of technical and expert support to the National Coordinator of the CPIS in reviewing and updating the Seychelles Nationally Determined Contribution document (NDC) and adding new relevant sectors as agreed with the Government.

The Consultant will be based on Mahe, Seychelles. He/she will work under direct supervision of the National Coordinator of the CPIS and the UNDP Seychelles Programme Manager based in Seychelles. The Consultant is expected to collaborate with other national stakeholders in the delivery of the outreach and communications objectives of the project for the preparation of the new Seychelles NDC. Close collaboration will also be maintained with the UNDP regional Service Centre that will provide technical backstopping. He/she will work closely with the National Youth, Gender and Engagement Consultant as well as the Communication Specialist based in the office in Mauritius to develop necessary knowledge and communications products as per the CPIS work plan.

C. Description of Duties and Responsibilities

The Consultant is expected to take a leading role in providing communications services in the review and update of the NDC in Seychelles. The main duties and responsibilities are as outlined below:

- Conduct **nation-wide intensive information and awareness raising campaign for the Climate Promise, including short film on the NDC and UNDP support - Climate Promise; short commercials on climate actions, PR actions, information materials** - leaflets, posters, bill-boards, TV/Radio programmes/talks/ spots to get more people to know about the NDC.
- Develop a **Webpage** on NDC and Climate Promise;
- Create Social Media platforms on Facebook and Twitter (/or Instagram) and provide regular updates on the same.
- Translate, publish and distribute popular version of the Seychelles **NDC in Creole** and English for a wider audience. (Two- 10-page documents).
- Prepare Joint Communication products and events with SeyCCAT, Seychelles Energy Commission, Ministry of Environment Energy and Climate Change

- Organise and facilitate sessions with the following decision makers to discuss and engage on the NDC:
 - Members of the National Assembly
 - Members of the Executive i.e. CEOs and PS and DGs
- Organise and facilitate meetings/talks/engagement with other institutions such as schools, academia on the NDC.

Key Competencies

- Demonstrates strong design skills using online programmes;
- Strong experience in using and advocating for web applications, knowledge platforms and content management systems;
- Strict attention to detail;
- Ability to think logically and analytically in a problem-solving environment;
- Fluent in both oral and written English and Creole. Knowledge of French will be considered an asset;
- Effective oral and written presentation, IT & communication skills;
- Good planning and organisational skills, ability to work under tight deadlines;
- Ability to work both independently and as a member of a team;
- Adherence to UN Core Values: commitment to teamwork, accountability, creativity, client orientation, continuous learning, technological awareness, openness to change and ability to manage complex situations, respect for diversity.

D. Deliverables

Deliverables	% Fees	Due Date	Review and Approvals required
Signature of Contract		1 October 2020	
1. Approval of work plan - Plan of Activities for Information and Awareness Raising Campaign	20%	15 October 2020	
2. Roll out of PR materials (short film on the NDC and UNDP support - Climate Promise; short commercials on climate actions, PR actions, informational materials - leaflets, posters, bill-boards, TV/Radio programmes/talks/ spots to get more people to know about the NDC.	20%	30 November 2020	
3. Launching of Webpage on NDC	20%	15 th January 2021.	The Website is to be hosted either with MEECC or SEC. NDC CAEP may have

			additional funds to maintain the website. This will need a firm commitment. But the Webpage can be developed.
4. Popular versions of NDC in Creole and English	20%	31 st January 2021	
5. Submit Final Report capturing the deliverables and work done under this consultancy which will be integrated or annexed to the National Coordinator's Final Report.	20%	28 th February 2021	

E. Duration

The duration of the contract will be for a period of **6 months** from September 2020 until February 2021. An estimated total of 50 working days is expected with the workload being significant between October 2020 - 31st March 2021.

F. Duty Station

Home based (Seychelles)

G. Qualifications of the Successful Individual Contractor

Education

Master's Degree in Communications, Journalism, Media or IT with at least 5 years of experience working in the field. Alternatively, Bachelor's Degree in above field with minimum of 7 years working in the relevant sector is required.

Experience

- At least 5 years of working experience in the fields related to the assignment, at national or international levels;
- Demonstrated experience in stakeholder engagement;
- Good communications and team-building skills;
- At least 5 years of experience working in communications and media is required;
- Proven skills in design and multimedia required;
- Experience managing social media channels required;
- Knowledge of the Seychelles media ecosystem is considered an asset.

Language skills

Excellent writing, editing, and oral communication skills in English and Creole.

H. Scope of Price Proposal and Schedule of Payments

The financial offer should be quoted as a lump sum amount, all-inclusive (professional fee, insurance, miscellaneous). UNDP will cover travel-related expenses only if inter-island travel is required during the contract period.

The contract price is fixed regardless of changes in the cost components. Payments will be effected based on deliverables as per section D above. *Financial Bids quoted in USD will need a relevant USD account.*

I. Recommended Presentation of Offer

The following documents are requested:

- Duly completed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- Personal CV or P11**, indicating all 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** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided by UNDP.

J. Criteria for Selection of the Best Offer

Individual consultants will be evaluated based on the following methodology:

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:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Short-listing criteria:

All applicants will be requested to submit a price offer indicating their lump-sum fee for the assignment. Following UNDP procurement rules, both technical competence and the consultant financial proposal will be considered in the selection process. The technical evaluation will be based on the following evaluation criteria

Education	Experience	Coordination and Team Building	Familiarity with UNDP	Language /Report Writing
Master's in Communications, Journalism, Media or IT with at least 5 years of experience working in the field or (Bachelor's Degree in with minimum of 7 years)	Demonstrated understanding of design and multimedia. Must have experience at National Level in related areas	Demonstrated ability to work with a wide range of stakeholders and function as team leader	Experience and/ Familiarity of the UNDP rules and procedures will be a strong asset;	Proficiency in English and Creole. French would be asset. Demonstrated Ability to write reports
20	25	20	20	15

Candidates scoring 70 or above will be short-listed.

The **financial offers** will be evaluated giving the lowest price proposal 30 marks and marking the other more expensive proposals reverse proportionally to the cheapest option.

The final scoring of short-listed candidates will consider the technical Evaluation and the financial score:

Criteria	Weight	Max. Point
• Technical score	70%	70
• Financial score	30%	30

The candidate ranking highest shall be selected.

K. Approval

This TOR is approved by:

Signature



Name and Designation Roland Alcindor, Programme Manager

Date of signing 09 September 2020