

## Terms of Reference

### Climate Investment Platform Communications Consultant

<b>Location:</b>	Home-based with mission travel
<b>Type of Contract:</b>	Individual Contract
<b>Languages required:</b>	English
<b>Level</b>	International Consultant
<b>Starting date:</b>	1 January 2021
<b>Initial Duration of Assignment:</b>	220 days through 31 December 2021
<b>Estimated duration of assignment</b>	440 days over two years
<b>Supervisor(s):</b>	Principal Technical Advisor - Energy Climate Investment Platform Focal Point - Energy

#### **Background**

##### **About UNDP**

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan.

Within the GPN, the Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan. BPPS staff provides technical advice to Country Offices; advocates for UNDP corporate messages; represents UNDP at multi-stakeholder fora, including public-private, government and civil society dialogues; and engages in UN inter-agency coordination in specific thematic areas. BPPS works closely with UNDP's Crisis Bureau (CB) to support emergency and crisis response. BPPS ensures that issues of risk are fully integrated into UNDP's development programmes. BPPS assists UNDP and partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working. BPPS supports UNDP and partners to be more innovative, knowledge and data driven including in its programme support efforts.

As a Global Environment Facility (GEF) Implementing Agency and the Green Climate Fund (GCF) Accredited Entity, UNDP also supports countries in addressing development, climate, and ecosystem sustainability in an integrated manner. The Nature, Climate and Energy Team is based in BPPS and is responsible for providing leadership and technical support for, among other areas, delivery of the Environment and Sustainable Development pillar of UNDP's Strategic Plan. The principal areas of work are in environmental mainstreaming, environmental finance, adaptation to climate change, and local governance of resources, including energy.

Addressing climate change is one the key global challenges and priorities for UNDP. Working in over 170 countries and territories, UNDP is uniquely placed to work with all sectors of society to help mobilize the institutions and resources required to support countries implement their Nationally Determined Contributions (NDCs) in the context of the Paris Agreement.

UNDP's offer builds on UNDP's growing portfolio of innovative interventions and projects at the country, regional and global levels – funded both by the GEF and by other donors – for which UNDP provides oversight, quality assurance, and policy and technical advisory services. The UNDP energy and climate change mitigation team is based in BPPS.

#### **About the Climate Investment Platform**

The Climate Investment Platform (CIP) is a joint initiative by the United Nations Development Programme (UNDP), the International Renewable Energy Agency (IRENA), Sustainable Energy for All (SEforALL) and the Green Climate Fund (GCF).

Announced at the UN Climate Action Summit in September 2019, the CIP is a partnership that aims to de-clutter climate finance and facilitate investments in the energy transition to help countries achieve ambitious climate goals.

It is organized along four tracks:

- Track 1: supporting countries to achieve enhanced clean energy goals as part of their Nationally Determined Contributions (NDCs) under the Paris Climate Agreement
- Track 2: Policy de-risking for clean energy investments
- Track 3: Financial de-risking for clean energy investments
- Track 4: Match-making of projects

The CIP Initiative is seeking a Communications Consultant who will be in charge of building the CIP brand, increasing awareness of the CIP offer and country-level impact among key audiences, supporting outreach efforts to potential partners in order to build the CIP network, increase the reach of CIP initiatives, and support mobilization of resources, as well as to maintain engagement with key partners.

The consultant will be hosted by UNDP's Energy team. The consultant will work in collaboration with CIP Focal Points across all partners and provide support to the various CIP partners.

#### **Tasks to be performed**

##### **CIP Communications: building the CIP brand (70%)**

- Review and update the CIP Communications Plan;
- Lead the CIP Communications Taskforce: coordinate CIP communications with the four announcing partners, ensuring consistent messaging and branding across all CIP communications materials;
- Lead the re-design and management of the CIP website;
- Manage the CIP social media channels (mainly Twitter)
- Produce the CIP Newsletter;
- Produce content for the website and social media (blogs, graphics, videos) showcasing the impact of the CIP at country level;
- Draft CIP key messages, factsheets, talking points;
- Drive a targeted media outreach: drafting of press releases, pitching of stories;
- Secure participation of CIP representatives at relevant digital or physical events and organize CIP events.

### Support building the CIP network (15%)

Assist the Partnership Specialist in the following outreach-related activities:

- Use external communications to support outreach and engagement of new partners and resource mobilization;
- Coordinate CIP outreach efforts with the four CIP announcing partners;
- Identify, conceptualize, and plan relevant events to attend or speak at;
- Maintain engagement across the CIP network through active and regular communications;
- Support the development of a CIP partners' online platform.

### Programmatic Support for the CIP Start-up Phase (15%)

Assist the CIP Project Coordinator to:

- Prepare and update the CIP workplan, including objectives, activities, budget, and outcomes;
- Conduct and facilitate CIP activities under the workplan;
- Update periodically the CIP Communications Plan and Task Force terms of reference;
- Support communications and outreach elements of other CIP project activities;
- Support the collection and assembly of project-related material for CIP monitoring and evaluation and project reporting;
- Support the collection, assembly and dissemination of material for CIP knowledge management.

## First Year Outputs

Deliverables	Number of Days	Timelines
Updated CIP communications plan	20 days	30 January 2021
Production of a CIP press kit and media contacts list		
Updated CIP website (two times)	20 days	30 November 2021
Management of the CIP website and daily content postings to Twitter account; inputs for launch of other CIP social media channels	25 days	30 November 2021
Production of the monthly CIP newsletter	25 days	30 November 2021
Support for the organisation of at least <b>three</b> dedicated CIP events (digital or physical), and securing speaking slots for a CIP representative at a minimum of <b>six</b> events (digital or physical)	30 days	30 November 2021
Production of CIP communications materials, including press releases, blogs, videos, presentations, brochures	30 days	30 November 2021
Production of reports to monitor progress of CIP communications and outreach efforts	15 days	30 November 2021
Support outreach efforts, incl. support for production of an internal partnerships database to track outreach, identification of events, and other ad-hoc tasks in collaboration with the Partnerships Manager	30 days	31 December 2021
Programmatic support the CIP start-up phase, in support of the CIP Project Coordinator	25 days	31 December 2021
<b>Total</b>	<b>220 days</b>	

### Information on Working Arrangements

- The Communications Consultant will work from home;
- The Consultant will work in collaboration with the Energy Communications Specialist, UNDP and other CIP communications focal points in partner organizations;
- The Consultant will report to and be directly supervised by the Coordinator, Climate Investment Platform Start-up Phase;
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, assignment specific software, etc.) and must have access to a reliable internet connection;
- Given the global consultations to be undertaken during this assignment, the Consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked (with a “day” calculated as 8 hours of work) and outputs delivered.

### Travel

- Mission travel to CIP sub-regional forums and other global climate finance events, with an estimated duration of 3 to 5 days per mission, may be required;
- Any necessary missions must be approved in advance and in writing by the Supervisor;
- The [BSAFE course](#) must be successfully completed prior to commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the [UN Medical Director](#);
- Consultants are responsible for obtaining any visas and security clearances needed in connection with travel with the necessary support from UNDP;
- The Consultant is required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>;
- The consultant will be responsible for making his/her own mission travel arrangements in line with [UNDP travel policies](#);
- All related travel expenses will be supported by project funds and will be reimbursed as per UNDP rules and regulations for consultants. Costs for mission airfares, terminal expenses, insurance, and living allowances should not be included in financial proposal.

### Competencies

#### Corporate

- Demonstrates commitment to UNDP’s vision, mission and values;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

#### Technical

- Ability to efficiently handle and share information and knowledge;
- Ability to transform technical and complex information into accessible, clear and concise language;
- Proficiency with preparation and delivery of presentations and other outreach materials;
- Ability to provide guidance on communications strategies;
- Practical and professional experience of producing content for website, media, and other internal and external outreach.

- Knowledge of methodologies, tools, and platforms to plan, implement, monitor, and evaluate communications products;
- Ability to plan, organize, motivate, and control resources, procedures and protocols to achieve specific goals;
- Knowledge of energy and climate change mitigation issues and of the climate finance professional landscape.

#### **Client Orientation, Professionalism, and IT/Communications**

- Capable of working in a high-pressure environment with sharp deadlines, managing many tasks simultaneously;
- Ability to work effectively as part of a collaborative team and process;
- Ability to communicate effectively in writing to in a simple and concise manner;
- Able to work independently and remotely with minimal supervision;
- Ability to work under pressure and time constraints.

### **Qualifications**

#### **Education**

- Bachelor's Degree in communications, journalism, economics, social sciences or other relevant field; Master's degree is an advantage (max 20 points).

#### **Experience**

- Minimum of 5 years' experience working in communications in an international organization, foundation or private sector company. Experience working for a multilateral actor in the climate change mitigation space is an advantage (20 points);
- Demonstrated experience in producing various communications materials (press releases, talking points, blogs, human-interest stories, presentations, social media videos, brochures). Please attach or provide links to 2 samples of your previous work relevant to this assignment in your application (max 15 points);
- Experience acting as a representative and spokesperson an advantage (max 5 points);
- Excellent presentations skills in English (5 points);
- Knowledge of climate finance and/or sustainable energy issues and actors an advantage (max 10 points).

#### **Languages**

- Excellent oral and written communication in English (Pass/Fail).
- Knowledge of other languages, especially French, Arabic or Spanish, is an advantage (max 5 points).

#### **Evaluation Method:**

- Only those applications which are responsive and compliant will be evaluated. Incomplete applications will not be considered;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language [max. 80 points] and interview [max. 20 points] will be based on a maximum 100 points. Only the top 3 candidates that have achieved a minimum of 56 points from the review of education, experience and language will be considered for the interview;
- Candidates obtaining 14 points or higher in the interview will be deemed technically compliant and considered for financial evaluation;

- Financial score (max 100 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive daily fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment);
- **Financial Proposal** must be submitted as a separate file **encrypted with a password**. None of the financial proposal data is disclosed in other documents of the submission. UNDP shall request password for opening the Financial Proposal only from the Proposers who pass the Technical
- Evaluation as per the criteria established and disclosed in the solicitation document. The Proposer shall assume the responsibility for not encrypting the financial proposal.
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

**Documentation to be submitted:**

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including Education/Qualification, Professional Certification, Employment Records /Experience;
- Applicants must upload as PDF or include links to two communications products they produced;
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment
- **THE FINANCIAL PROPOSAL MUST BE PROVIDED AS PASSWORD PROTECTED DOCUMENT AS INSTRUCTED.**

UNDP Personal History form (P11) required of all applicants: [P11](#).

General Conditions of Contract for the ICs: [GTC](#)