

TERMS OF REFERENCE

Reference	PN/FJI/006/21
Location	Home-based
Application deadline	11 February 2021
Type of Contract	Individual Contractor
Post Level	International consultant
Consultancy Title	Webinar & Capacity Development Consultant
Languages required:	English
Duration of Initial Contract:	40 days, from 15 March 2021 – 30 June 2021

BACKGROUND

The UN Pacific Regional Anti-Corruption (UN-PRAC) Project is a joint UN Office on Drugs and Crime (UNODC) and UN Development Programme (UNDP) initiative, funded by the Australian Government and the New Zealand Government, aimed to support Pacific Island Countries (PICs) to strengthen their national integrity systems. The Project is firmly anchored in the United Nations Convention against Corruption (UNCAC) as the only international legally binding framework on how to prevent and fight corruption, and the 2030 Agenda for Sustainable Development, notably Sustainable Development Goal (SDG) 16 which calls for stronger action on anti-corruption, transparency and accountability.

Providing anti-corruption policy support to the 14 Pacific Island countries is a cornerstone of the United Nations Pacific Regional Anti-Corruption (UN-PRAC) Project's mission. UN-PRAC also engages in training and support for non-state actors including civil society, media, Parliaments, the private sector and media.

Since the onset of COVID-19 and resultant travel restrictions, UN-PRAC has stepped up its training activities and information provision through online formats. While a number of UN-PRAC activities have been converted to online engagement, UN-PRAC needs to further revise its current training materials and toolkits and develop new ones that continue to enhance peer-learning and knowledge sharing, while being able to make impact in today's crowded field of online webinars and engagement.

The successful consultant will produce a series of webinars for UN-PRAC (ranging from a 90-minute to three-day full webinar) and provide support to UN-PRAC virtual events, advise on and implement the best activities and policies to achieve this.

A webinars plan will be developed (goals, objectives and indicators), to guide delivery of webinars during 2021; webinars organized and delivered to identified audiences including national and regional participants, UNCAC focal points and a regional audience. The consultant will primarily ensure all technical logistics are prepared and implemented for each webinar, along with knowledge management of collected webinars' registration / attendances, statistics, speakers' and participants' preparation, feedback; ensure webinar recordings and materials are published as agreed via approved portals; maintain liaison with programme officer responsible for each webinar's learnings content and UN-PRAC administration officers.

DUTIES AND RESPONSIBILITIES

Scope of Work

Under the overall supervision of UN-PRAC's UNDP Anti-Corruption Adviser and UNODC Regional Anti-Corruption Adviser the consultant will be the focal point for capacity development and implementing Webinar activities in UN-PRAC and will carry out the following:

1. Webinar Production: Support the planning, production and coordination of a suite of Webinars within UN-PRAC's core areas, within the context of the UN-PRAC work plan, including the following activities:

A webinars plan will be developed (goals, objectives and indicators), to guide delivery of webinars during 2021.

Support the ongoing development of a core UN-PRAC Webinar template, adapting to the most suitable Webinar Software Platform (eg Hopin, Zoom, Zoom hybrids, Teams, Cisco Webex etc), cognizant that many of UN-PRAC's regional partners are using different platforms; ensure easy insertion of video and infographics, optimal duration, user-friendly guidelines for facilitators, trainers and participants, and cognizant of differing Pacific time zones and cultures.

Support training of key UN-PRAC trainers and facilitators to source and prepare their training materials for optimal final webinar adaptation and effectiveness by the consultant.

Organization and planning of key webinar sessions in line with UN-PRAC's workplan and protocols.

Deliver UN-PRAC's virtual Webinar sessions both as a producer and as a back-up facilitator.

Deliver and prepare all required planning materials for webinars (e.g. participant guides, producer guides).

Adapt UN-PRAC's existing anti-corruption toolkits into a more user-friendly, self-learning format. Coordinate with participants, external service providers, resource persons and IT support to establish and maintain knowledge management and portal access to UN-PRAC materials and webinars.

Follow up with the translation of useful webinar materials in case of delivery in different languages. Ensure materials can speak to a regional Pacific audience, rather than to just one Pacific country. Support the monitoring and evaluation of the sessions.

Perform any other Webinar-related duties as required.

The consultant will manage all the technological aspects of webinar meetings and ensure successful interaction between participants on the web-conferencing platform. The consultant will coordinate the virtual outreach process from webinar planning to webinar delivery in different countries.

2.Capacity Development: Support the coordination, participation and sharing of knowledge within UN-PRAC, including:

Organize conference calls, events and knowledge sharing meetings for UN-PRAC stakeholders, groups and webinar participants, providing a sustainable template.

Ensure that the content and information related to the webinars is up to date and easily accessible.

Perform any other UN-PRAC capacity-building and knowledge-management related duties as required.

3.Assistance to the UN-PRAC team:

In addition to the above, support the UN-PRAC team in its corporate functions, including:

Carry out literature reviews or other analytical or research support activities relating to anti-corruption policy and governance;

Ensure reporting information on webinars is completed and recorded.

Expected Outputs and Deliverables

Deliverable	Output	Indicative completion date	Number of consultancy days
Deliverable 1	Delivery of Webinars plan, a template Webinar session and preparation materials; production of first three webinars and support to UN-PRAC virtual events: 25% of total contract amount	10 April 2021	7
Deliverable 2	Production of the next four UN-PRAC webinars to audiences; Maintenance of webinar knowledge management, portals, webinar reports and minutes for the webinars and follow-up for participants and support to UN-PRAC virtual events: 35% of total contract amount	15 May 2021	15
Deliverable 3	Production of the next six UN-PRAC webinars to audiences; Maintenance of webinar knowledge management, portals, webinar reports and minutes for the webinars and follow-up for participants and support to UN-PRAC virtual events: 40% of total contract amount	20 June 2021	18

Institutional Arrangement

- The Consultant will report to UNDP's Anti-Corruption Adviser, Pacific and UNODC's Regional Anti-Corruption Adviser.
- The consultant will be expected to liaise/discuss with relevant institutions and stakeholders in organization of the workshops.

Duration of the Work

- The envisaged time frame of the consultancy is 40 days in the overall period from 15 March 2021 to 30 June 2021.

Duty Station

- The consultant will be home-based

COMPETENCIES

- Extent and relevance of experience in preparing and producing webinars in diverse Webinar Software Platforms and other on-line capacity development events.
- Extent and relevance of experience in production and maintenance of Webinar Software Platforms, IT platforms, workspace and webpages.
- Extent and relevance of translating anti-corruption and sustainable development into webinars.
- Extent and relevance of experience in National Government and international organizations.
- Demonstrated ability to establish capacity building and training activities.
- Excellent communication, facilitation and presentation skills, including ability to write concise technical reports.
- Field experience in a Pacific Island country is an asset.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Bachelor's degree in communications, journalism, media, or other relevant field or at least three years of equivalent professional webinar production.

Experience

- Produced at least three webinars for a UN agency (eg UNODC, UNDP) using three different Webinar Software Platforms. You must attach or provide links to three samples of such previous work in English to your application;
- Demonstrated webinar literacy with Pacific anti-corruption issues or similar contemporary Pacific whole-of-society issue;
- Previous experience producing webinars with demonstrated impact with a Pacific National Government, UN agency, development agency or advocacy group;

- Track record of producing quality work to deadlines;
- Experience in planning and producing Webinars and / or other similar platforms;
- Experience in capacity development, knowledge management and communication initiatives.

Language requirements

- Fluency in the English language; fluency in other Pacific languages would be an asset.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on:

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, 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 a fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables and as per below percentages:

Deliverable 1: Delivery of Webinars plan, a template Webinar session and preparation materials; production of first three webinars and support to UN-PRAC virtual events: 25% of total contract amount

Deliverable 2: Production of the next four UN-PRAC webinars to audiences; Maintenance of webinar knowledge management, portals, webinar reports and minutes for the webinars and follow-up for participants and support to UN-PRAC virtual events: 35% of total contract amount

Deliverable 3: Production of the next six UN-PRAC webinars to audiences; Maintenance of webinar knowledge management, portals, webinar reports and minutes for the webinars and follow-up for participants and support to UN-PRAC virtual events: 40% of total contract amount

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 following methodology:

Cumulative analysis

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 Bachelor's degree in communications, journalism, media, or other relevant field or at least three years of equivalent professional webinar production. (max 5 points)

Criteria 2: Demonstrated experience in developing and producing webinars for participants from at least five Pacific Island countries (max 20 points)

Criteria 3: Demonstrated success in producing three quality webinar products in English in different platforms for Pacific participants (max 20 points)

Criteria 4: Demonstrated webinar literacy with Pacific anti-corruption issues or similar contemporary Pacific whole-of-society issue (max 10 points);

Criteria 5: Previous experience producing webinars with demonstrated impact with a Pacific National Government, UN agency, development agency or advocacy group (max 10 points);

Criteria 6: Track record of producing quality work to deadlines (max 5 points)

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

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11**, 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**.
- **Technical proposal**, including a brief description of why the individual considers him/herself as the most suitable for the assignment;
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

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

Incomplete, joint proposals and proposals sent to the wrong mailing address will not be accepted and only candidates for whom there is further interest will be contacted.

Individuals interested in this consultancy should apply and 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 using Annex II.

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

Proposal Submission

- All applications must be clearly marked with the title of the consultancy (**Webinar & Capacity Development Consultant**) with reference (**PN/FJI/006/21**) and submitted via **UN Job shop** by **11 February 2021**.
- **Note: UNDP Jobs only supports single document upload hence ensure that the proposal is consolidated and submitted as one single document.**
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: deepak.naicker@undp.org

Women applicants are encouraged to apply