United Nation Development Programme

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

IC-PAP3062/2021 - International Consultancy: Junior Communications and Partnership Expert: China, Biodiversity & Climate Change

Date: 23 Mar 2021

Description of assignment: Consultative Services for International Consultancy: Junior Communications and Partnership Expert: China, Biodiversity & Climate Change

Project: Central African Forest Initiative (CAFI)

Type of Consultancy: International Post.

Duty Station: Home Base.

Period of assignment/services: 60 Working Days – over a period of 6 Months.

Estimated Starting Date: 12 April 2021 until 15 October 2021

Proposals should be submitted: Not later than 3rd of April 2021, 17:00 COB (+03:00GMT/ Istanbul Time)

Important Notices:
- THIS IS A DELIVERABLE BASED INDIVIDUAL CONTRACT AND NOT WORKING DAYS-BASED CONTRACT.
- Proposals should be submitted through the UNDP Jobs Portal only no later than COB 3rd of April 2021 (Istanbul Time: +3 GMT).

Please note the following:
- Proposers MUST provide the financial offers in their submission as in the format of Annex I.
- Request for Clarification: Any request for clarification must be sent in writing via Email to the procurement officer mentioned in the Procurement Notice [ali.salam@undp.org].
- Latest day to receive and respond to inquiries is 2 days prior to closure of the procurement notice; UNDP will provide a written response, via the Procurement Notice web site, without identifying the source of inquiry.

UNDP is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

1. Background

The Central African region is home to the second largest tropical rainforest in the world, is sucking out about 1.5 billion tons of CO2 of the atmosphere or 4% of the world’s emissions every year and provides a habitat to more than 10,000 plant and animal species. Forest loss is accelerating despite ongoing efforts, as government action alone has not been enough to establish an effective balance between the interests of the forest and of economic development. On this basis, a coalition of donors – the European Union, the Federal Republic of Germany, the Kingdom of Norway, the Republic of France, the United Kingdom of Great Britain and Northern Ireland and the Republic of Korea – together with Central African partner countries – Central African Republic, the Democratic Republic of the Congo, the Republic of Cameroon, the Republic of Congo, the Republic of Equatorial Guinea, and the Republic of Gabon – have decided to enter into a collaborative partnership to establish the Central African Forest Initiative (CAFI).

CAFI’s objective is to recognize and preserve the value of the forests in the region to mitigate climate change, reduce poverty, and contribute to sustainable development. This objective will be attained through the implementation of country-led, national scale REDD+ and Low Emissions Development (LED) investment frameworks that include policy reforms and measures to address the drivers of deforestation and forest degradation and promote sustainable development. The CAFI Trust Fund is the principal means to implement the Central African Forest Initiative. It is administered by the MPTF-O and the UNDP Nature, Climate and Energy Team provides the secretariat services.
China is an important economic actor in the Central African region in many ways. Chinese investments in Africa have increased steadily in the last years and the region’s natural resources have attracted Chinese companies to the forest, mining, and infrastructure sectors in Central Africa, bringing both new opportunities for South-South development. China’s recent announcement to aim for carbon neutrality by 2060 ahead of the United Nations Framework Convention on Climate Change (UNFCCC) COP in Glasgow this year, the preparation of a post 2020 global biodiversity framework to be adopted during the Convention on Biological Diversity (CBD) COP in Kunming and the new Chinese forestry law open the door for the recognition of legal compliance for importing timber. Given their significant role as carbon sink and terrestrial biodiversity habitat, rainforests will be at the heart of this year’s international climate change and biodiversity conferences. This will provide exceptional opportunities to engage with the Chinese government and showcase the Central African Region’s instrumental role in achieving global biodiversity and climate change objectives.

To raise awareness of the important role of the Central African rainforest, CAFI is also stepping up its wider communication efforts by launching a new and improved website in March 2021. The junior consultant will be instrumental in ensuring that the website is up to date with articles and information, as well as in preparing various communication materials.

2. **Objective:**

The objective of this consultancy is to support the CAFI Secretariat in;

I. Strengthening CAFI’s partnership with China towards the achievement of global biodiversity and climate change objectives.

II. Strengthening its communications and knowledge management work.

3. **Tasks and Responsibilities:**

1) Contribute to strengthening CAFI’s partnership with China and helping to identify strategic next steps ahead of this year’s climate change and biodiversity conferences to create a common understanding of the Central African Region’s instrumental role in achieving global biodiversity and climate change objectives.

   **Responsibilities will include:**
   - Supporting relationship-building with Chinese counterparts;
   - Providing logistical support ahead of meetings between CAFI and Chinese authorities, including drafting and translation of invitations and correspondence, as well as follow up with invitees by phone or email;
   - Preparing input into background notes and position papers related to China’s sustainable development trajectory to inform meeting-discussions and decision-making;
   - Support the identification of China’s activities and projects in Central Africa in the fields of environmental protection, natural resource management and forestry;
   - Identifying and researching common fields of interest and potential joint actions between CAFI and Chinese authorities;
   - Helping to connect Chinese embassies in CAFI’s Central African partner countries to CAFI.

2) Contribute to strengthening the CAFI Secretariat’s communications and knowledge management work to inform a wider public of the important role of the Central African forests, as well as of CAFI’s project portfolio and engagement with partner countries.

   **Responsibilities will include:**
   - Drafting and uploading news articles on the CAFI website;
   - Reviewing content for the CAFI website to ensure coherence in form and design;
   - Synthesizing how the situation analysis of various direct drivers of deforestation and forest degradation are reflected in partner countries’ National Investment Frameworks (NIF);
   - Supporting CAFI’s Communication Specialist in preparing media kits for major events;
   - Maintaining and updating the database of media articles and writers;
   - Drafting, organizing reviews, translating, and designing project fact sheets for all new approved programmes.
4. Deliverables and payments:

The Consultant will be responsible for producing the below deliverables. These deliverables are changeable subject to UNDP approval, in case unexpected incidents take place in the project, such as delay of the project or change of project scope, due to reasons uncontrollable by the Consultant.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Location</th>
<th>Due date</th>
<th>Payment percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Finalized list of invitees in Beijing for further engagement with CAFI <em>(Estimated 4 Working Days)</em></td>
<td>Home Base</td>
<td>May, 2021</td>
<td>7.00% 7.00% 1st Installment</td>
</tr>
<tr>
<td>2. Invitation letters, agenda, background documents prepared <em>(Estimated 15 Working Days)</em></td>
<td></td>
<td>June, 2021</td>
<td>25.00% 50.00% 2nd Installment</td>
</tr>
<tr>
<td>3. Provided logistical support to the preparation and organization of meetings (follow up with invitees by phone or email) <em>(Estimated 15 Working Days)</em></td>
<td></td>
<td></td>
<td>25.00%</td>
</tr>
<tr>
<td>4. Finalized 6+ articles and reviewed website content <em>(Estimated 10 Working Days)</em></td>
<td></td>
<td></td>
<td>16.00%</td>
</tr>
<tr>
<td>5. Finalized synthesis of direct drivers in NIFs <em>(Estimated 4 Working Days)</em></td>
<td></td>
<td>Oct, 2021</td>
<td>7.00% 43.00% 3rd Installment</td>
</tr>
<tr>
<td>6. Finalized media kits and updated media database <em>(Estimated 4 Working Days)</em></td>
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<td></td>
<td>7.00%</td>
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<tr>
<td>7. Finalized 6+ project fact sheets <em>(Estimated 8 Working Days)</em></td>
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<td>13.00%</td>
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</tbody>
</table>

The number of estimated working days is for clarification of the deliverable volume. This consultancy is based on deliverable basis and not on working days.

5. Time and Method of payment:

- Payment shall be provided upon satisfactory completion of the deliverables outlined in section 3. Tasks and Responsibilities and 4. Deliverables and payments and, upon submission and acceptance of a report mentioned above.
- Payment requests submitted by the consultant must be certified by the supervisor(s) specified below and, accompanying payment invoices.
- Payments are to be made within 30 days from receipt of invoice.
- For each payment a certification of payment needs to be signed and approved by the direct supervisor attached to it explaining the accomplishment of the tasks.
- The payments will be made based on the satisfactory acceptance of the successfully completed deliverables and subject to UNDP procedures.
- Reimbursement costs/ travel costs will be paid on the basis of actual expenditure and should not exceed the approved amount in the contract calculation sheet.
- A written approval from the respective project manager will be required to facilitate consultant’s travel on official mission.

6. Key Performance Indicators during implementation of Services:

Overall, the Consultant’s performance will be evaluated based on the following key criteria:

- Planning and Organizing skill: Identify priority activities and assignments; allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.
- Communication skill: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style & format to match the audience; Demonstrates openness in sharing information & keeping people informed.
- Client Orientation skill: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Meets timeline for delivery of product or services to client.
- Quality of deliveries: Professional skill required for delivering outputs will be assessed.
- Satisfactory and timely completion of tasks and submission of the deliverables within the provision of above explained deliverables and outputs.
- Upon signing of the contract, a detailed work plan will be prepared by the experts with activities, outputs, and performance indicators and to be agreed with the supervisor as implementation follow ups and performance yardsticks.

7. Reporting:

The Consultant will report to the Communication Specialist of the CAFI Secretariat.

8. Travel Plan:

No Travel is required in this assignment. However, in case of missions to Beijing, China, the airplane tickets, DSA and travel expenses (incidents) will be covered and processed by UNDP in accordance with the travel guidelines.

9. Time Line:

- The Consultancy service will be required over a period of 6 months.
- The Consultant shall be paid per the approved proposed and accepted costs.
- The consultancy assignment is Home Based only.
- The contract commencement date is aimed to be by 12 April 2021 till 15 October 2021.

10. Competencies:

- Excellent team player with good interpersonal and communication skills;
- Ability to demonstrate sufficient technical knowledge to perform effectively and independently;
- Ability to manage workload with minimum supervision;
- Ability to work under pressure and tight deadlines;
- Ability to accommodate additional demands on short notice;
- Ability to work in a multi-cultural environment;
- Skill in achieving results through persuading, influencing, and working with others;
- Skill in facilitating meetings effectively and efficiently and to resolve conflicts as they arise;
- Maturity and confidence in dealing with senior and high-ranking members of international, regional and national institutions;
- Displays sensitivity and adaptability to different cultures, genders, religions, races, nationalities, and age groups.

11. Facilities:

a) Office Facility:
   - UNDP will not provide any office facilities during this assignment.
   - The consultant is expected to bring his/her laptop with him/her.
   - Consultant is expected to come well-equipped with his/her own technological solutions (i.e. roaming mobile, personal email address).

b) Office Supplies and Printing Facilities: UNDP will not provide any office supplies during this assignment.
c) Communication Facilities: The consultant will be responsible to secure the required internet connectivity during this assignment.

12. Qualifications and Requirements:

A. **Education:**
   - Master’s degree in communications, marketing, language studies, linguistics, social sciences, international relations or similar.

B. **Work Experience:**
   - Up to 2 years of professional experience in the fields of communications, marketing, international cooperation or similar;
   - Experience with partnership building in a multilateral context;
   - Experience with communications, marketing, and outreach activities;
   - Good knowledge of the Chinese sustainable development trajectory, and of China’s efforts to achieve global biodiversity and climate change objectives. Knowledge of Central African forest issues is an advantage.

C. **Language:**
   - Fluency in English language is a Must.
   - Fluency in Chinese language is a Must.

13. Documents to be included when submitting the Proposal:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications and interest.

A. **Technical Proposal:** (which will include the following):
   - Signed Template Confirmation of Interest and Submission of Financial Proposal – **Annex 1 attached.**
   - A letter explaining why he/she considers him/herself the most suitable candidate for the work.
   - Personal CV including past experience in similar projects and **at least 3 references**.

B. **Financial proposal:**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked. **Annex 1 attached**

*Important note: the consultant is required to specify the daily fee in his proposal.*

C. **Travel:**

All envisaged travel must be included in the financial proposal. This includes all travel to join duty station/ repatriation travel. In general, UNDP does 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 his or her own resources.

Furthermore, Individual Consultant who is at the duty station at the time of hire is ineligible for travel to join, and who remain at the duty station after contract completion is ineligible for repatriation travel.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

14. **Selection Criteria:**

The award of contract will be made to one individual consultant whose offer has been evaluated and determined as being:

a) Responsive/compliant/acceptable, and

b) Achieving the highest combined score (financial and technical).
Only candidates obtaining a minimum of 70 points will be considered for the Financial Evaluation.

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<thead>
<tr>
<th>Criteria</th>
<th>Max. Point 100</th>
<th>Weight</th>
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<tbody>
<tr>
<td><strong>Technical</strong></td>
<td><strong>100 Points</strong></td>
<td><strong>70%</strong></td>
</tr>
<tr>
<td>Criteria: relevance and responsiveness of candidate’s past experience, Qualification based on submitted documents:</td>
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<tr>
<td>• Master’s degree in communications, marketing, language studies, linguistics, social sciences, international relations or similar. (20 points).</td>
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<td></td>
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<tr>
<td>• Up to 2 years of professional experience in the fields of communications, marketing, international cooperation or similar; (10 points).</td>
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<tr>
<td>• Experience with partnership building in a multilateral context; (10 points).</td>
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</tr>
<tr>
<td>• Experience with communications, marketing, and outreach activities; (10 points).</td>
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<tr>
<td>• Good knowledge of the Chinese sustainable development trajectory, and of China’s efforts to achieve global biodiversity and climate change objectives. <strong>Knowledge of Central African forest issues is an advantage.</strong> (10 points).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Fluency in English language is a Must. (20 points).</td>
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<tr>
<td>• Fluency in Chinese language is a Must. (20 points).</td>
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<tr>
<td><strong>Financial</strong></td>
<td><strong>30%</strong></td>
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<tr>
<td>Lowest Offer / Offer*100</td>
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<tr>
<td>Total Score = (Technical Score * 0.7 + Financial Score * 0.3)</td>
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</tbody>
</table>

**Weight Per Technical Competence**

<table>
<thead>
<tr>
<th>Level</th>
<th>Percentage Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 (outstanding): 96% - 100%</td>
<td>The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.</td>
<td></td>
</tr>
<tr>
<td>4 (Very good): 86% - 95%</td>
<td>The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence.</td>
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<tr>
<td>3 (Good): 76% - 85%</td>
<td>The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence.</td>
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<tr>
<td>2 (Satisfactory): 70% - 75%</td>
<td>The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence.</td>
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</tr>
<tr>
<td>1 (Weak): Below 70%</td>
<td>The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence.</td>
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</tbody>
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**Annexes:**