



## TERMS OF REFERENCE

<b>Reference No.</b>	<b>PN/FJI/047/21</b>
<b>Location</b>	Suva, Fiji Islands
<b>Application deadline</b>	18 June 2021 (local time)
<b>Type of Contract</b>	Individual Contractor/ Climate Change Communication Consultant
<b>Post Level</b>	National Consultant
<b>Languages required:</b>	Fluency in English is required. Knowledge of another UN official language is desirable
<b>Duration of Initial Contract:</b>	80 working days, spread over 6 months (June to December 2021)

## BACKGROUND

The consultant will work towards strengthening OHCHR ROP capacity-building, awareness raising and information sharing on human rights, the environment and climate change through the development of communication tools, materials, videos and animation etc, towards the overall goal to empower people to protect and enjoy the environment through increased awareness of the human rights-environment nexus.

## DUTIES AND RESPONSIBILITIES

### Scope of Work

Under the supervision of the OHCHR Regional Representative for the Pacific, as delegated to the OHCHR regional focal point on Human Rights and Climate Change, the consultant will review ROP's existing content related to Climate Change and propose ideas for transforming key elements of this content into short, visually appealing and broadly accessible content. Specific actions should include:

- The consultant will strengthen OHCHR ROP's communications products on climate change and human rights to a healthy environment.
- Layout and designing of OHCHR ROP's reports, key messages and externally facing documents related to climate change and environment and human rights in short, visually appealing and accessible formats.
- Support OHCHR ROP's communication focal point with the creation of the office website and its broader content including suggestions and plans for improvement.
- Developing compelling content, including infographics, social media cards, video materials, and other communications materials related to climate change and the right to development.
- Coordinate with OHCHR's Communications Section, headquarters presences, and other partners to support enhanced communications products and strategies and greater internal coordination related to climate change and human rights to a healthy environment and related areas.
- Develop and support the implementation of a communications plan for the distribution and promotion of products of the consultancy.
- Develop templates for a variety of products, including electronic newsletters, pamphlets, social media cards and one-pagers for OHCHR ROP's advocacy related to climate change, the right to development and environment and human rights.
- Contribute to the development of a Pacific strategy for maximizing OHCHR ROP's impact in international development and environmental processes in the context of key negotiations scheduled in 2021 taking into

consideration continuing limitations related to COVID-19.

- Contribute to collaborative communications efforts with UN and civil society partners and in support of internal and external processes including the Working Group on Sustainable Environmental Management, the UN Environmental Management Group, and the Secretary-General's Call to Action for Human Rights.

### Expected Outputs and Deliverables

Deliverable	Outputs	Tentative due date	Percentage
<b>Deliverable 1</b>	Eight promotional / animated videos linked to climate change and ROP's work.	20 <sup>th</sup> November 2021	35%
<b>Deliverable 2</b>	Design, create and prepare for release previous and new ROP office reports.	18 <sup>th</sup> August 2021	25%
<b>Deliverable 3</b>	Completion of ROP website.	31 <sup>st</sup> October 2021	15%
<b>Deliverable 4</b>	All other tasks.	Ongoing throughout the consultancy period.	25%
			100%

- Produce communications products developed from content of OHCHR's key documents (i.e. reports, studies, messages, publications, statements, etc.) related to climate change, the right to development, environment and human rights, the contribution of development to human rights, international cooperation including mutually beneficial cooperation in the field of human rights and other related themes that are short, appealing and accessible. This would include content from selected reports and other documents prepared by OHCHR, including Human Rights Council reports 45/21, 42/29, 39/18, 46/59; reports on international cooperation; and of the biennial panel on the right to development (HRC resolution 42/23, para.27), meeting on mutually beneficial cooperation (HRC resolution 43/21) and seminar on the contribution of development to human rights (HRC resolution 41/19) as well as thematic studies on the right to development, sustainable development and workshops and activities conducted by ROP.
- Produce compelling visual content developed for the above-mentioned written products, including infographics, social media cards and one-pagers as well as their transmission via newsletter, email, etc.
- Create a communications plan for ROP towards distribution and promotion of OHCHR materials on climate change, the right to development and related areas such as environment and human rights.
- Produce templates for OHCHR's messaging documents related to climate change, and related areas such as environment and human rights.

### Institutional Arrangement

- The Consultant will report to the OHCHR Regional Representative for the Pacific and as delegated to the OHCHR regional focal point on Human Rights and Climate Change.
- The Consultant will provide regular updates on progress as required.
- The Consultant will be engaging with various stakeholders/ partners during the assignment in order to complete the task.

### Duration of the Work

- The assignment duration is for 6 months and is expected for approximately 80 working days that will

spread over 6 months, from June to December 2021.

#### **Duty Station**

- Duty station will be Suva, Fiji or online (circumstances may change based on Covid 19 regulation in the duty station)

### **COMPETENCIES**

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

### **REQUIRED SKILLS AND EXPERIENCE**

#### **Educational Qualifications:**

- An advanced degree in Communications, Development, Environmental studies, Human Rights and/or related area is required;
- A first-level university degree in combination with two additional years of qualifying experience **may be accepted** in lieu of the advanced university degree.

#### **Experience**

- At least five years of professional experience working in communications is required - background in communications related to the field of development or environment would be an advantage. Work experience in a multilateral environment, and in editing and precise writing experience would be assets.
- Experience in development of infographics and in adapting thematically specialized text and visual products for consumption by the general public is desirable.
- Experience in developing outreach plans for distribution of communications products as well as in developing and running social media promotions and/or campaigns is also desirable.
- Demonstrated ability to deliver quality results within deadlines.

#### **Language requirements**

- Fluency of English language is required;
- Knowledge of another UN official language is desirable.

### **EVALUATION**

#### **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 A: Possess Communications, Development, Environmental studies, Human Rights and/or related area is required; 10%
- Criteria B: Demonstrated experience in communications to the Pacific; 15%
- Criteria C: Fully proficient experience in development of infographics and in adapting thematically specialized text and visual products.; 15%
- Criteria D: Demonstrated experience in developing outreach plans for distribution of communications products as well as in developing and running social media promotions and/or campaigns; 10%
- Criteria E: Demonstrated ability to deliver quality results within deadlines; 10%
- Criteria G: Fluency in English (written and oral) is essential; 10%
- Financial Offer: 30%

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

### **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 fixed output-based price regardless of extension of the herein specified duration.

Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Deliverable 1: eight promotional / animated videos linked to climate change and ROP's work: 35% of total contract amount
- Deliverable 2: Design, create and prepare for release previous and new ROP office reports: 25% of total contract amount.
- Deliverable 3: Completion of ROP website: 15% of total contract amount
- Deliverable 4: All other tasks: 25% of total contract amount

Payment request submitted by the consultant must be certified by the OHCHR Regional Representative for the Pacific and accompanying by payment invoice.

- Payments are to be made within 30 days from receipt of the invoice/Certificate of Payment.

### 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:

- **Cover letter**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment.
- **Letter of Confirmation of Interest and Availability and Financial Proposal** using the template provided in Annex II. Financial Proposal to be submitted in Fijian Dollars (FJD).
- **Personal CV**, 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.

**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. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

All required templates are available on the UNDP Procurement website: [www.pacific.undp.org](http://www.pacific.undp.org)

### 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 (Climate Change Communication Consultant – (IC)) with reference **PN/FJI/047/21** and **submitted via email to [etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org) before 5:00pm on 18 June 2021 (Fiji time).**
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: [samita.singh@one.un.org](mailto:samita.singh@one.un.org), cc [procurement.fj@undp.org](mailto:procurement.fj@undp.org)

***Women applicants are encouraged to apply.***