TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Location</th>
<th>Honiara, Solomon Islands</th>
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<tbody>
<tr>
<td>Application deadline</td>
<td>22 August 2021</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>National Individual Contractor</td>
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<tr>
<td>Title of the post</td>
<td>Communications Consultant</td>
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<tr>
<td>Languages required:</td>
<td>English</td>
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<tr>
<td>Duration of Initial Contract:</td>
<td>80 days over 4 months</td>
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BACKGROUND

The UNDP Country Office in the Solomon Islands is implementing a range of projects in support of Sustainable Development Goals. At Goal 5 there is commitment to achieving gender equality and empowerment of all women and girls. At Goal 16 there is commitment to promote peaceful and inclusive societies for sustainable development, provide access to justice for all and building effective, accountable and inclusive institutions at all levels. Strengthening access to justice, rule of law and promoting human rights are cornerstones of UNDP’s work to achieve sustainable human development.

The Solomon Islands Access to Justice Project supports the building and strengthening of the capacity of the Public Solicitor’s Office (PSO) to enhance access to justice for the people of the Solomon Islands at national and provincial levels, including women, youth and marginalized groups in communities outside urban centers. The project is implemented across the provinces of the Solomon Islands through a two-tiered paralegal initiative (provincial paralegals and community legal advocates).

In 2020, the PSO launched a 5-year Strategic Plan which was developed in line with international law, guidelines and best practices and included a review of the annual corporate planning and financial and human resourcing management to support enhanced efficiency and effectiveness of the PSO. The developed of the Strategic plan also included a review of internal statistics, results of access to justice studies, public service rules, institutional mandate, governance, budget, staffing and strategy into the medium terms. The process was consultative with key stakeholders ensuring effective participation and ownership.

The plan sets out strategic objectives and activities to achieve desired outputs with a results framework based on results-based management principles. In addition to a clear mission and vision and implementation and monitoring plan, the plan provides strategic guidance as to how the PSO breadth, reach and capacity can be improved by outlining a future direction for the office in line with international standards and outline the resources required to achieve the same. The plan also reviewed how paralegals best integrate with that strategic direction and forecasts the implications of any
significant increase in resources for the office and possible impacts this may have on other agencies, stakeholders, NGOs and service providers.

The purpose of this Consultancy is to provide specialized technical support over a four-month period to the development of a communications and outreach strategy and workplan for the Public Solicitor’s Office; strengthen outreach with partners and key stakeholders through the development of strategic products and services, create and maintain social media accounts and provide regular administrative monitoring and updates of the PSO website.

**DUTIES AND RESPONSIBILITIES**

**Scope of Work**

The Consultant will be required to provide specialized technical deliverables as follows:

1. Produce timely and high-quality production, compilation of infographics and other visual materials to illustrate PSO services and support advocacy.
2. Conceptualize and develop a comprehensive strategy for advocacy, outreach and positioning of the PSO to the wider justice sector and to the people of Solomon Islands that the PSO is the client-facing access to justice institution in the country.
3. Produce and facilitate press releases and articles for the PSO linked to advocacy efforts. Develop media monitoring protocol for the PSO and create social media accounts for the PSO with accompanying social media policy.
4. Deliver a repository for all communication and knowledge management products is developed in consultation with the UNDP Access to Justice Project with a detailed report of the consultancy deliverables and carry over activities provided to the PSO.

**Expected Outputs, Deliverables and Timelines:**

<table>
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<tr>
<th>Expected outputs/deliverables</th>
<th>Payment milestones</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Six high-quality infographics to illustrate PSO services and support advocacy are delivered. A comprehensive communications strategy for advocacy, outreach and positioning of the PSO is delivered.</td>
<td>25%</td>
<td>30 September 2021</td>
</tr>
<tr>
<td>Three social media accounts (eg. Twitter, Facebook, Tiktok, Instagram) for the PSO with accompanying social media policies are delivered.</td>
<td>25%</td>
<td>31 October 2021</td>
</tr>
<tr>
<td>Two articles for the PSO linked to advocacy efforts, up to 1,000 words are delivered. One</td>
<td>25%</td>
<td>31 November 2021</td>
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A comprehensive update to the PSO website is delivered.

A media monitoring policy and protocol for the PSO is delivered.

| 25% | 31 December 2021 |

**Institutional Arrangement**

The Consultant will report directly to the Project Manager, Solomon Islands Access to Justice Project. Reporting by the Consultant will be undertaken aligned to the deliverables. The reporting format will be further discussed between the Supervisor and Consultant. However, is expected to be emailed updates detailing progress and over Skype/Zoom calls where required.

The Consultant will work 80 days over the period of 4 months and will be provided with a workstation with communications equipment and internet connectivity at the PSO.

UNDP will provide by email background reading materials, reports and documents on commencement of the assignment.

**Duration of the Work**

The Consultancy involves a period of work of approximately 80 days over a duration of 4 months.

**Duty Station**

Honiara, Solomon Islands

**COMPETENCIES**

- 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;
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work; and
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**REQUIRED SKILLS AND EXPERIENCE**

**Educational Qualifications:**

Bachelor Degree in journalism, communications or other field.

**Experience**

- A minimum of five (5) years of professional experience in the field of media relations, journalism, communication or other related field.
• Experience in working at/with UNDP or other national/international development organizations and/or in the field of development.
• Proven experience editing documentation for publication.
• Demonstrated ability to clearly communicate in English and produce high quality communications and knowledge products and reports in English.

Language requirements
Fluency of English language is required;
Knowledge of Solomons Pidgin would be an asset.

Price Proposal and Schedule of Payments
Consultant must send a financial proposal based on a 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: 25% of total contract amount.
Deliverable 2: 25% of total contract amount.
Deliverable 3: 25% of total contract amount
Deliverable 4: 25% 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 journalism, communications or other field. Maximum 5 points.
Criteria 2 - A minimum of five (5) years of professional experience in the field of media relations, journalism, communication or other related field. Maximum 20 points.
Criteria 3 - Experience in working at/with UNDP or other national/international development organizations and/or in the field of development. Maximum 20 points.

Criteria 4 - Proven experience editing documentation for publication. Maximum 20 points.

Criteria 5 - Demonstrated ability to clearly communicate in English and produce high quality communications and knowledge products and reports in English. Maximum 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.
Financial proposal, as per template provided in Annex II. Note: National consultants must quote prices in SBD.

Incomplete proposals may not be considered. Application should be submitted to procurement.sb@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

For any clarification regarding this assignment please write to procurement.sb@undp.org

Grace Kiernan
Project Manager, Solomon Islands Access to justice Project