

OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

Resident Representative
United Nations Development Programme
107 – 108 Duke Street
Kingston,
Georgetown
GUYANA

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*Technical and Editorial Review and Updating*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex I;
- D) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
- An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
- A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- F) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- G) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- H) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- I) If I am selected for this assignment, I shall [*please check the appropriate box*]:

- Sign an Individual Contract with UNDP;
- Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

J) I hereby confirm that [*check all that applies*]:

- At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- I am currently engaged with UNDP and/or other entities for the following work:

| Assignment | Contract Type | UNDP Business Unit / Name of Institution/Company | Contract Duration | Contract Amount |
|------------|---------------|--|-------------------|-----------------|
| | | | | |
| | | | | |
| | | | | |

- I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

| Assignment | Contract Type | Name of Institution/Company | Contract Duration | Contract Amount |
|------------|---------------|-----------------------------|-------------------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

K) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

L) *If you are a former staff member of the United Nations recently separated, please add this section to your letter:* I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

M) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES NO If the answer is "yes", give the following information:

| Name | Relationship | Name of International Organization |
|------|--------------|------------------------------------|
| | | |
| | | |
| | | |

P) Do you have any objections to our making enquiries of your present employer?

YES NO

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES NO If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

| Full Name | Email Address | Business or Occupation |
|-----------|---------------|------------------------|
| | | |
| | | |
| | | |

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES NO If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *(please check all that applies):*

- CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

| Cost Components | Unit Cost | Quantity | Total Rate for the Contract Duration |
|---|-----------|----------|--------------------------------------|
| I. Personnel Costs | | | |
| Professional Fees | | | |
| Life Insurance | | | |
| Medical Insurance | | | |
| Communications | | | |
| Land Transportation | | | |
| Others (pls. specify) | | | |
| | | | |
| II. Travel² Expenses to Join duty station | | | |
| Round Trip Airfares to and from duty station | | | |
| Living Allowance | | | |
| Travel Insurance | | | |
| Terminal Expenses | | | |
| Others (pls. specify) | | | |
| | | | |
| III. Duty Travel | | | |
| Round Trip Airfares | | | |
| Living Allowance | | | |
| Travel Insurance | | | |
| Terminal Expenses | | | |
| Others (pls. specify) | | | |

B) Breakdown of Cost by Deliverables*

| Deliverables <i>[list them as referred to in the TOR]</i> | Percentage of Total Price (Weight for payment) | Amount |
|--|---|-----------|
| Deliverable 1 | | |
| Deliverable 2 | | |
| | | |
| Total | 100% | GYD |

*Basis for payment tranches

¹ The costs should only cover the requirements identified in the Terms of Reference (TOR)

² Travel expenses are not required if the consultant will be working from home.

TERMS OF REFERENCE

Communications Expert



I. POSITION INFORMATION

| | |
|-----------------------------|---|
| Title: | Communications Expert (open to Guyana nationals only) |
| Type of Contract: | Individual Contract |
| Unit: | Energy, Environment and Extractive Industries |
| Duty station: | Georgetown, Guyana |
| Contract Duration: | Two (2) months (up to 20 working days) |
| Date of Issue: | 10 December 2021 |
| Closing Date: | 21 December 2021 |
| Expected Start Date: | 3 January 2022 |

II. BACKGROUND

Despite Dominica and Guyana's agriculture sectors being the primary industries for the two countries, the sector has constantly been affected by recurring disasters, such as hurricanes, flooding and droughts. The limited integration of gender analysis, climate and disaster risk resilience in agricultural practices has consistently undermined food security in the wake of natural hazards and the increasing impacts of climate change. Dominican local agricultural sector is also challenged by weak institutional capacity and limited availability of financing. Guyana shares similar factors that contribute to the vulnerabilities and risks of women and men in the agriculture sector, representing a real threat to sustainable socio-economic growth, and long-term peace and prosperity at the national level.

The four-year (2018-2022) Japanese Government funded project "Strengthening Disaster Management Capacity of Women in the Cooperative Republic Guyana and the Commonwealth of Dominica", aims to reduce these vulnerabilities by targeting three broad drivers of these problems, namely, gaps in gender analysis, hazard and risk data; limited integration of climate change and disaster risk planning and practices in the agriculture sector; and limited access to appropriate, sustainable finance for vulnerable small farmers and women's groups. To address these, vulnerability mapping and community-based and national level early warning systems will be developed and implemented, to increase the ability of remote vulnerable farmers, namely women, to prepare for weather and non-weather-related risks on timely-basis. This will be supported by capacity building at the national and local levels to ensure long-term sustainability. Long-term resilience will be enhanced through the integration of disaster risk mitigation and climate change adaptation practices and approaches into agricultural planning and practices. Finally, access to finance will be enhanced through an appropriate microfinance/microgrant framework and coordinated planning, which will create new market opportunities for rural farmers and provide the capital needed to exploit them, and also aim to promote gender transformation, women's leadership and empowerment.

In Guyana, women and indigenous groups vulnerable to natural hazards, including flooding, will be priority beneficiary targets in the geographical locations below:

- Covering 5 Administrative Regions: Mahaica-Berbice (Region 5), East-Berbice-Corentyne (Region 6), Cuyuni-Mazaruni (Region 7), Potaro-Siparuni (Region 8), and Upper Takutu-Upper Essequibo (Region 9).

III. SCOPE OF WORK

Under the guidance of the Resident Representative in consultation with the Programme Analyst-Energy, Environment and Extractive Industries (EEEI), and reporting directly to the Project Manager-Disaster Risk Management (DRM), the Contractor shall design an effective and proactive Communication Strategy for the project. In this regard, the Contractor shall collaborate with hazard prone communities, Regional Democratic Councils (RDCs), Neighbourhood Democratic Councils (NDCs), Farmers Groups, Women's Groups and other Government and Non-government officials, the media, multilateral and bilateral donors, civil society and other key stakeholders.

The Communication Strategy should include:

- The identification of the overall vision and specific objectives of the Strategy, including a clear description of how the proposed activities included in the Strategy will help deliver these objectives.
- The identification and description of the target audiences, including a description of their specific learning/information needs, depending on the roles they play.
- The development of communication activities/projects that are relevant to the identified target groups. The activities should be relevant to the realities and context of UNDP and the target audience.
- The analysis and recommendations on the most effective channels of communication for the target audiences.
- The development of a costed implementation plan for the Strategy.

IV. EXPECTED OUTPUTS

| Deliverables/ Outputs | Target Due Dates (After signing contract) |
|---|--|
| Interim Workplan- the workplan will be developed in collaboration with the Project Manager to meet project needs. | One week |
| A communication strategy and costed implementation plan for the project. | Six weeks |

V. INSTITUTIONAL ARRANGEMENTS

Direct Supervisor: Project Manager-Disaster Risk Management, UNDP in consultation with the Programme Analyst, Energy, Environment and Extractive Industries and under the overall guidance of the Resident Representative, UNDP.

The Contractor will work from home and utilize tools, such as email and telephone, for consultations and communication with the project team.

VI. DURATION OF WORK

The contract will be awarded for two months.

VII. DUTY STATION

The consultant will be based in Guyana.

VIII. COMPETENCIES

Core Competencies:

- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Acting as a team player and facilitating teamwork;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- Managing conflict;
- Learning and sharing knowledge and encourage the learning of others;
- Promoting learning and knowledge management/sharing is the responsibility of each staff member;
- Informed and transparent decision making.

IX. REQUIRED SKILLS AND EXPERIENCE

Education:

- Bachelor's degree in Communication, Journalism, Public Relations or other closely related field.

Experience:

- Five (5) years of relevant experience in Guyana in providing communication packages to promote the activities of international development organization.
- Experience working with local communities.
- Experience in the usage of computers and office software packages (MS Word, Excel, Coral Draw etc.).
- Experience in developing communications strategies and plans.
- Knowledge of Climate Change and Disasters would be an asset.
- Knowledge of gender mainstreaming would be an asset.

Language:

- Fluency in English Language.

X. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The Individual Contractor should send the financial proposal based on a lump-sum amount for the delivery of the outputs identified in the table below. The total amount quoted shall be "all-inclusive"; all costs (e.g. includes professional fees, communication, etc) that could possibly be incurred by the Contractor must be factored into the final amounts submitted in the proposal. Payments will be done upon satisfactory completion of the deliverables by target due dates. The contract price is fixed regardless of changes in the cost components.

| Deliverables/ Outputs | Tranche Payment |
|---|-----------------|
| Interim Workplan- the workplan will be developed in collaboration with the Project Manager to meet project needs. | 10% |
| A communication strategy and costed implementation plan for the project. | 90% |

XI. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

- **Technical proposal** (free format with the use of specified contents), including a) methodology on how you will approach and complete the assignment.
- **CV**
- **Financial Proposal** -A Financial proposal indicating all-inclusive per day consultancy fee. Please use financial proposal form available on the website.

XII. CRITERIA FOR SELECTION OF THE BEST OFFER

Offers will be evaluated based on combined scoring method – where the Technical Proposal will be evaluated based on qualifications in the CV. The Technical evaluation is weighted a max. of 70%. The Financial Proposal that will be evaluated through submission of the Offeror's Letter to UNDP Confirming Interest and Availability for the IC including Financial Proposal Template and combined with the price offer will be weighted a max of 30%.

For the evaluation of the Technical Proposal, the selection of the successful consultant must be based in the following qualifications (with the appropriate obtainable points):

| Qualifications | Points |
|--|------------|
| Education | |
| Bachelor's degree in Communication, Journalism, Public Relations or closely related field. | 30 |
| Experience | |
| Five (5) years of relevant experience in Guyana in providing communication packages to promote the activities of international development organization. | 35 |
| <ul style="list-style-type: none"> • Five (5) years of relevant experience in Guyana in providing communication packages to promote the activities of international development organization. | 5 |
| <ul style="list-style-type: none"> • Experience working with local communities. | 5 |
| <ul style="list-style-type: none"> • Experience in the usage of computers and office software packages (MS Word, Excel, Coral Draw etc.). | 5 |
| <ul style="list-style-type: none"> • Experience in developing communications strategies and plans. | 5 |
| <ul style="list-style-type: none"> • Knowledge of Climate Change and Disasters would be an asset. | 5 |
| <ul style="list-style-type: none"> • Knowledge of gender mainstreaming would be an asset. | 5 |
| Language | |
| Excellent command in written and spoken English | 5 |
| Total | 100 |

Applicants who receive a minimum score of 70 points and above from the assessment of the CV will be qualified for the assessment of the Financial Proposal.

Financial Evaluation.

- The lowest financial offer among technically compliant candidates will be given the maximum score of thirty (30) points and the remaining offers will be assigned a score in inverse proportion. The candidate who obtains the highest cumulative score by adding both the weighted technical score and the financial score will be selected.

XIII. SUBMISSION OF APPLICATION

Please complete and submit to procurement.gy@undp.org Deadline for submission of application is **21 December 2021** on or before 11:00 hrs. Subject caption "**Communications Expert**"