



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17.01.2022

REF No.: IC/003/22

Country: Uzbekistan

Description of the assignment: International Consultant on PR, Communications and Outreach

Project name: Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan

Period of assignment/services (if applicable): 90 working days within 12 months (March 2022–February 2023) with at least 4 visits to Uzbekistan for at least 5 w/days each.

Application Process:

Interested candidates need to apply online at www.jobs.undp.org and upload requested documents in Part 4 of Procurement Notice **no later than end of February 1, 2022** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. Link to application at the UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=104156 (cut and paste into browser address bar if the link does not work).

Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

You can review detailed Procurement Notice, Terms of Reference and download templates from the UNDP Procurement Notices Site following the link http://procurement-notices.undp.org/view_notice.cfm?notice_id=87255. (cut and paste into browser address bar if the link does not work).

Application submitted via email, incomplete applications or received after the closing date (February 1, 2021) may not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at www.uz.undp.org

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and

minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to pu.uz@undp.org, ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

1. BACKGROUND

The Joint Project of Public Services Agency under the Ministry of Justice and UNDP Uzbekistan “Improved Public Services Delivery and Enhanced Governance in Rural Uzbekistan” financed by the EU (the Client) is implemented to improve the living standards of vulnerable people in rural areas, such as women, youth and children, the elderly and people with disabilities through increasing their access to public services and improving the quality of their delivery.

The project also aims to strengthen the citizen engagement by supporting various accountability arrangements that will enhance the participation of all parties in the decision-making process and access to information and increase the transparency of the local governance system in the country.

One of the main components of the project is to raise public awareness about the benefits of using public services (Activity 2.3 of the Project Document - Improving access to information about public services through various channels). Thereby, the approved work plan of the Project provides for the development of the Communication Strategy of the Public Services Agency for 2021-2025 to identify priority and key areas for interaction with general public.

The International Consultant on PR, Communications and Outreach will provide strategic guidance on implementation of Communication Strategy of the Public Services Agency and other related initiatives related to promoting public services, improvement of communication activities and capacity building activities of respective government officials in public services delivery in Uzbekistan in PR, Communications and Outreach fields and knowledge transfer.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to Annex 1 – Terms of Reference for International Consultant

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's Degree in communication, social science, behavioural change communication, strategic communication, journalism, public relations, marketing or related fields.

II. Years of experience:

- At least 5 years of experience in implementing and managing public relations, communication or advocacy projects or campaigns in developing countries.
- Experience of working at the government and international organizations.
- Experience of development manual, guide or instructions (at least 3).
- Experience with training (at least 3) and development in challenging and transitional environments.

III. Competencies:

- Excellent analytical and interpersonal skills including oral and written communication;
- Strong research, data analysis and reporting skills;
- Understanding of widely accepted formative research, pretesting, and monitoring and evaluation methodologies for effective communication and public relations/advocacy campaigns;
- Demonstrated programme management skills including results-based orientation, preparation of work plans, monitoring and evaluation and leading cross-cultural teams;
- Previous experience working in transition environments would be an advantage;
- Demonstrated strong technical, programming and management skill.

IV. Language requirements:

- Fluency in written and spoken English. Knowledge of Russian would be an advantage

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

Proposal:

- (i) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex 3);
- (ii) **CV** with indication of the e-mail and phone contact or Personal History Form (P11 form), but successful consultant will be requested to submit filled in and signed a **Personal History Form (P11 form)** before contract issuance
- (iii) Provide a detailed **Action plan/methodology** on how they will approach and conduct the work (max. two pages or 4000 characters with spaces and enters)

2. Financial proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal

submitted to UNDP (Annex 3).

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5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

#	Deliverables	Timeframe	Payment
1.	<ul style="list-style-type: none"> a. Report on the current national and project experience in implementing PR, Communications and Outreach strategies in public service delivery prepared and accepted by Supervisor. b. Brief report and presentation on the most relevant international experience with at least 3 countries (at least 2 EU and 1 worldwide) to ensure the efficient implementation of PR, Communications and Outreach strategies for effective governance and public services delivery programs prepared and accepted by Supervisor. c. Report on provided expertise support in reviewing draft and acceptance of Communication Strategy of the Public Services Agency. 	30/04/2022	25%
2.	<ul style="list-style-type: none"> a. Developed of a concept note of study tour to some relevant EU and/or CIS countries with detailed programme to learn up practical implementation of PR, Communications and Outreach Strategies accepted by Supervisor. b. Report on conducted 2-day training course on Communications and Outreach for 20 PSA and back-office organizations (ministries and agencies) prepared and accepted by Supervisor. 	30/07/2022	25%
3.	<ul style="list-style-type: none"> a. Developed online training module for the PSA and back-office organization on PR, Communications and Outreach issues prepared and accepted by Supervisor. b. Report on conducted workshop(s) to the relevant staff of the PSA and its regional branches to agree on the main principles and directions of the PR and Communications Strategy and Implementation Plan prepared and accepted by Supervisor. 	30/10/2022	25%
4.	<ul style="list-style-type: none"> a. Final Report with set of recommendations on further improving PSA Communications and Outreach Strategy and draft of Action Plan for 2023 prepared and accepted by Supervisor. 	31/01/2023	25%

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 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

6. EVALUATION

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 a pre-determined set of weighted technical (70%) and financial criteria (30%) specific to the solicitation.

* Technical Criteria weight; [55 points]

* Interview as a part of technical criteria weight; [15 points]

* Financial Criteria weight; [30 points]

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

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<u>Technical</u>		
At least overall 5 years of relevant professional experience implementing and managing public relations, communication or advocacy projects or campaigns in developing countries Work experience in years: <ul style="list-style-type: none">▪ More than 8 years – 15▪ 5 - 7 years - 12▪ Less than 5 years is not acceptable	15%	15
Experience of working at the government and international organizations.	5%	5
Experience of development manual/guide/instructions (at least 3). Number of services: <ul style="list-style-type: none">▪ More than 5 – 10▪ 2-4 manuals/guides/instructions – 7▪ Less than 3 is not acceptable	10%	10
Experience with training (at least 3) and development in challenging and transitional environments	15%	15

<ul style="list-style-type: none"> ▪ 6 and more trainings – 15 ▪ 3-5 trainings – 12 ▪ Less than 3 is not acceptable 		
Knowledge of language <ul style="list-style-type: none"> ▪ English & Russian – 10 ▪ English: 8 	10%	10
<u>Interview</u> <ul style="list-style-type: none"> ▪ Very good – 15 ▪ Good - 10 ▪ Satisfactory - 5 ▪ Poor - 0 	15%	15
<u>Financial offer</u>	30%	30

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at <http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>)

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL