



REQUEST FOR PROPOSALS

National Communications Consultants Firm for development of Communications for Behavioural Change Strategy & Action Plan for Suriname targeting the Climate Change and Disaster Recovery Coordinating Agencies

GENERAL INFORMATION

Services/Work Description:	Technical Support for the development of Communications for Behavioural Change Communication Strategy & Action Plan for Suriname targeting the Climate Change and Disaster Recovery Coordinating Agencies
Project/Programme Title:	Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER)
Procurement Title:	Communications for Behavioural Change Strategy and Action Plan for Suriname's Climate Change and Disaster Recovery Coordinating Agencies
Duty Station:	Suriname
Duration:	50 days within 3 months
Expected Start Date:	March 2022

1. BACKGROUND / PROJECT DESCRIPTION

The physical impacts of climate change and natural hazards are being seen to compound pervasive structural inequalities and socioeconomic vulnerabilities since gender equality and human rights are given insufficient consideration required in climate change mitigation and adaptation, and in disaster risk, recovery, and response. While there is a general pattern where women and girls face a disparity in terms of (amongst other things) access to economic participation, nuances exist in each country in the needs and vulnerabilities of women, men, girls, and boys, which warrant more detailed investigation and articulation.

Women and men typically respond and react differently at various stages of disaster and recovery; and the groups with the least knowledge and capacity to take short-term measures to limit impacts from climate-related disasters are often the most affected. Through the funding support provided by the Global Affairs Canada and the UK Government the Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER) project, seeks to further integrate gender equality and human-rights based approaches into disaster risk reduction (DRR), climate change (CC) adaptation and mitigation, environmental management frameworks and interventions.

The ultimate outcome of the project is to improve climate resilience for women and girls, key vulnerable populations, and for future generations to come across the Caribbean region. Therefore, sustainable action is critical and must be embedded in national and regional decision-making processes. In support of this achievement, Output 1211, *“places focus on providing technical assistance for gender-responsive*

behavioural analysis within national climate change and disaster recovery coordinating bodies.”¹ This output places focus on facilitating sustainable change through the effective transformation of social behaviours which serve at times to reinforce as well as support gender vulnerabilities instead of promoting gender equality. Climate change adaptation and mitigation and disaster recovery necessitates a change in behaviour, attitudes, and relationships. “Many of the policies and programs designed to help achieve the Sustainable Development Goals (SDGs) require people, communities and decision makers to change their behaviours. Through human-centered theories and methods, behavioural insights enable such a change.”² The UNDP in recognizing this, started back in 2013, to investigate and apply the findings from behavioural science (insights) into its programme design and in its support for policy formulation.³ In the scope of the EnGenDER project, behavioural insights tools have been incorporated into the project through the roll-out of the UN Women led KABP Study as well as the UNDP led Communications for Behavioural Change Framework and Action Plan. These behavioural insights tools are expected to complement the existing gender responsive interventions being undertaken as well foster sustainable gender responsive behavioural change among decision makers across the climate change (CC) and disaster response and recovery (DRR) agencies.

In this regard, these behavioural insight tools are meant to inform the development of the National Communications for Behavioral Change Strategies and Action Plans which will form the basis for the implementation of the behavioural change activities and communication for behavioural change interventions to be implemented across the nine (9) participating EnGenDER countries. Under the scope of this assignment the Contractor will be required to develop a Communications for Behavioural Change Strategy and Action Plan for Suriname in helping to drive gender responsive behavioural change across the country’s climate change and disaster recovery coordinating bodies. The purpose of the Communications for Behavioural Change Strategy is to provide direction and scope for the implementation of the gender responsive behavioural change interventions as well outline the overall gender responsive behavioural change goals to be achieved, whereas the Action Plan will outline and detail the specific communication and non-communication interventions and activities to be undertaken within Suriname, with a specific focus on decision makers within the CC and Disaster Management and Recovery (DRR) agencies as well as the Bureau of Gender Affairs. This activity is expected to support the achievement of the project’s ***Output Indicator 1212.1: “design and implement communications and behavioural change strategies to strengthen gender equality mainstreaming and national level decision-making.”***

¹ UNDP. Multi-Country Project Document. the Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER) project. [https://info.undp.org/docs/pdc/Documents/BRB/EnGenDER%20Project%20Document final%2030419.pdf](https://info.undp.org/docs/pdc/Documents/BRB/EnGenDER%20Project%20Document%20final%2030419.pdf). 19.

² Mary MacLennan and Lori Foster. Applying Behavioural Insights at the United Nations in 2019: A Year in Review. <https://medium.com/@mary.maclennan/applying-behavioural-insights-at-the-united-nations-in-2019-a-year-in-review-e70c749d45cf>

³ Abdoulaye Mar Dieye. Experimentation and Behaviour Change for the SDGs: Bringing Behavioural Insights to Scale. September 28th, 2018.

The development of a National Communications for Behavioural Change Strategy and Action Plan for the Climate Change and Disaster Recovery coordinating agencies is timely, given the continued onset of the COVID-19 pandemic. The pandemic has shifted and change our way of communication as well communication modalities across the world especially within the context of small island developing states (SIDS) within the Caribbean like Suriname. If we are to achieve SDG 5 goal of gender equality and ensure no one is left behind within the climate change and disaster recovery context, fostering gender responsive behavioural change is necessary. The selected Contractor must therefore be innovative in the design of the Communications for Behavioural Change Strategy and Action Plan for Suriname as the communication and non-communications interventions and activities being proposed will need to be innovative and agile enough to foster sustainable gender responsive behavioural change within a COVID-19 environment.

1.1 SURINAME'S NATIONAL CONTEXT

Suriname has prior experience in the use of behavioural insights tools, both as a policy instrument used to guide and inform certain policy decisions as well baseline tool to assess the impact of knowledge, attitudes, and practices on certain behaviours within country. In 2015, the Suriname's Ministry of Health published the, ***Malaria Elimination: Expanding Test, Track and Treat in Mining Areas Baseline Report***, as means of presenting data on the knowledge, attitudes and practices related to malaria and malaria treatment among small-scale gold miners and others working in the gold mining sector in the Suriname- French Guiana border region. In 2010, a short Report was also published on the, ***Behavioural Change Perspective of Maroon Soil Fertility Management in Traditional Shifting Cultivation in Suriname*** within the Agricultural Sector. Added to this is the **2016 J-CCCP, KAP/B Report on Climate Change in Suriname**, which highlighted the knowledge, attitudes, and perceptions of specific communities in Suriname on climate change. The conduct of these behavioural insight tools and baseline reports have helped to demonstrate the recognizable link between understanding behaviours and driving behavioural change especially in the context of making informed policy decisions and actions. The recently concluded **UN Women KAP Study** and the **UNDP led Behavioural Change Framework and Action Plan** are therefore two important resource tools that will be utilized in the development of Suriname's Communication for Behavioural Change Strategy and Action Plan.

This Strategy and Action Plan is meant to strengthen gender equality mainstreaming efforts across Suriname's climate change and disaster recovery decision making mechanisms. Hence working in tandem with the country's Gender Policy and ultimately supporting the achievement of some of the gender goals established therein. For example, Suriname's Gender Vision Policy of 2021-2035, outlines seven (7) priority areas two (2) of which include focus on:

- i. **Power and decision-making and**
- ii. **Environment and Climate Change**

The Gender Vision Policy of Suriname recognizes the important role of women in positions of power within the decision-making process and institutional structures of Suriname, as a means promoting gender equality

as well as fostering gender responsive behavioural change within the decision-making process.⁴ Suriname's Gender Vision Policy has as strategic goal "***the increase participation of women in decision making positions in all sectors as society,***"⁵ both as part of the political process as well as other areas. This is in line with the EnGenDER project's Output Indicator 1211.1 which speaks to "***identifying recommendations for increasing women's participation in national climate change and disaster coordinating agencies.***"

Furthermore, Suriname's Gender Vision Policy also places priority on the **Environment and Climate Change** sectors, by recognizing the importance of adopting a gender approach, which considers the specific requirements of women and girls as well as other at risk and key vulnerable groups, in addressing the sustainability and resiliency of these sectors. The policy notes, "that in coming years, policies with respect to the environment, biodiversity and climate change, and the gender policy will be jointly coordinated." Noting that the Gender Vision Policy Document of 2021-2035 being a first start. The development of the Communications for Behavioural Change Strategy and Action Plan will help to realize this goal even further.

This is because the Communications for Behavioural Change Strategy and Action Plan should outline explicitly how coordination and gender mainstreaming efforts can be enhanced, to improve gender responsive decision making within the climate change and disaster recovery spheres. The Strategy and Action Plan should therefore speak to how this will be achieved and detail the specific communication and non-communication interventions and activities (this may include specific capacity building and institutional strengthening initiatives) which are required to bring about the desired behavioural change. Critical to encouraging the greater inclusion of gender equality considerations and the application of right based approaches within climate change and disaster recovery decision making mechanisms.

1.2 OBJECTIVE

The overall objective of this assignment is to develop a Communications for Behavioural Change Strategy and Action Plan for Suriname which drives gender responsive behavioural change among decision makers within the CC and DRR framework as well as support the efforts of the Bureau of Gender Affairs in promoting gender equality and the empowerment of women as outlined in the country's current **Gender Vision Policy Document of 2021-2035**.

The development of the Strategy and Action Plan is meant to further strengthen gender responsive decision making as well as the application of rights-based approaches across the climate change and disaster recovery agencies in Suriname. By strengthening the efforts of the Suriname Bureau of Gender Affairs (i) to promote gender quality and (ii) support the integration of gender within Suriname's climate change, environment and

⁴ The Government of Suriname, **Gender Vision Policy Document 2021-2035**. Paramaribo: Ministry of Home Affairs, Bureau of Gender Affairs; 2019, 46.

⁵ The Government of Suriname, **Gender Vision Policy Document 2021-2035**. Paramaribo: Ministry of Home Affairs, Bureau of Gender Affairs; 2019, 46.

disaster recovery sectors resulting in climate change and environmental policies that are more gender responsive which will allow for the effective implementation and monitoring of gender responsive behavioural change among decision makers in the climate change and disaster recovery coordinating agencies.

The specific objectives of the Communications for Behavioural Change Strategy and Action Plan for Suriname is as follows:

- To develop a Communications for Behavioural Change Strategy and Action Plan for Suriname which specifically addresses gender responsive behavioural change within the climate change and Disaster recovery sectors targeting decision makers within the CC and DRR coordinating agencies as well as the Bureau of Gender Affairs.
To provide specific and detailed communication recommendations on the type of activities to be implemented in the execution of the Communications for Behavioural Change Strategy and Action Plan for Suriname. These detailed communication recommendations will include:
 - a. specific communication activities which are easy to implement and are specifically designed to drive gender responsive behavioural change among decision makers within the Climate change and disaster recovery coordinating agencies.
 - b. strategy interventions (both communications related and non-related⁶) which target decision makers within the climate change and disaster recovery coordination systems to promote the gender responsive and rights-based approaches in the national decision- making processes of Suriname.
 - c. identification of the appropriate traditional and digital communication interventions and products which will be utilized in the advocacy, promotion and awareness raising of women's participation and leadership in gender responsive climate and disaster recovery efforts and
 - d. the identification of the appropriate and specific communication modalities which will be utilized to specifically target decision makers in the climate change and disaster recovery coordination bodies within Suriname.
- To develop a framework which supports the monitoring and evaluation of the behavioural change communications and non-communication activities outlined within the scope of the Action Plan. To ensure that the activities proposed, effectively support the application of gender responsive and human rights- based approaches at the decision making and implementation levels as well as ensure that the gender responsive transformational behavioural change is effectively monitored and evaluation against project's overall Results Framework and against the targets and goals identified in the Strategy.

⁶ These non-communication related interventions may include interventions which support and foster capacity building, institutional strengthening, and knowledge building support efforts to drive transformational behavioural change across the national climate change and disaster recovery agencies.

2. SCOPE OF WORKS

Under the technical guidance of the Bureau of Gender Affairs which falls under the Ministry of Home Affairs, the National Institute for Environmental Development in Suriname (NIMOS), the UNDP Suriname EnGenDER Focal Point and the UNDP EnGenDER Project Management Unit (PMU), the Contractor will be responsible for executing the following services in the development of the Communications for Behavioural Change Strategy and Action Plan for Suriname targeting the Climate Change and Disaster Recovery Coordinating Agencies.

- Undertake a desk review of recent and existing behavioural insight tools and prior Communication Strategies and relevant national to support the development of the **Communications for Behavioural Change Strategy**. The information derived from the desk review will be used to inform and shape the Development of the Communications for Behavioural Change Strategy for Suriname. The desk review will include a review of the previous **JCCCP-KAP/B Study** done for Suriname, the **UN Women KAP Study**, the soon to be finalized **UNDP led Communications for Behavioural Change Framework and Action Plan**, a review of Suriname's current Gender Policy Vision Document as well as other relevant national policy document specific to the Climate Change, Environment and Disaster sectors.
- Review the previous behavioural insight tools used and the data derived to avoid duplication of efforts in the formation of questions which are part of the stakeholder consultation and focus groups session to validate previous data collection and information gathering efforts.
- Conduct targeted stakeholder consultations and focus groups to further define the communication activities and non-communications activities to be captured within the **Communications for Behavioural Change Action Plan**. The stakeholder consultations and focus groups will ensure that the communication activities identified are specific and targeted to decision makers within Suriname's coordinating climate change and disaster recovery agencies; and moreover that those non-communication activities (this may include capacity building as well as institutional strengthening initiatives) are specific to the target groups identified across the specific sectors and support the achievement of the behavioural communication goals and objectives established in the Strategy document.
- Host a validation workshop in collaboration with the Suriname Bureau of Gender Affairs, Ministry of Home Affairs, the National Institute for Environmental Development (NIMOS), the National Coordination Centre for Disaster Relief of Suriname, the UNDP Suriname EnGenDER Focal Point and the EnGenDER PMU, to approve the Communication for Behavioural Change Strategy and Action Plan for Suriname which is inclusive also of the Monitoring and Evaluation Plan.

Within the scope of undertaking this assignment a central focus will be placed on utilizing the following gender-based approaches to ensure that the consultative process is not only inclusive, but all the appropriate gender dimensions are effectively considered within the scope of this assignment. The contractor is therefore asked to pay close attention to the following:

2.1. Gender-based Analysis

A notable and central feature of the assignment is the gender analysis, which is meant to be incorporated intrinsically throughout the execution of the consultancy. In this regard, this analysis should consider the gender-based analysis plus (GBA+) approach in its methodology. GBA+ is “an analytical process that provides a rigorous method for the assessment of systemic inequalities, in-addition to assessing how diverse groups of women, men, and gender diverse people may experience policies, programs and initiatives.” Under the scope of this project the approach will help consider how other intersecting identity factors such as: race, ethnicity, religion, age, or physical disabilities impact a person’s behaviours along with how societal gender norms and biases can influence the attitudes, beliefs, behaviours and at times knowledge of persons within decision making positions. This is especially important under the scope of this project, as the gender analysis provides the basis for investigating and identifying the systemic gender inequalities which may exist and the institutional factors that constrain the inclusion of gender equality issues in relevant national climate change and disaster recovery planning and coordination systems.

The integration of a gender analysis under this phase of the assignment and more extensively throughout the conduct of the consultancy is critical and necessary in ensuring that the objectives of the Terms of Reference (ToR) are achieved.

2.2. Gender-responsive Stakeholder Consultations

The prioritization of stakeholder dialogues mainly amongst the key focus groups (decision makers within the national climate change, disaster recovery and gender machineries) being targeted for the required behavioural change in the execution of this assignment is critical. In view of the foregoing, the contractor **will be required to utilize such an approach within the project’s methodology**. The gender responsive stakeholder dialogues should therefore be inclusive and in doing so, ensure that adequate access is provided to all stakeholders while ensuring transparency of the process. Although the decision makers are the main target group of focus, to ensure the appropriate behavioural change takes place in support of gender-responsiveness and human rights-based approaches in the decision-making process. Understanding how the vulnerable and at-risk communities are impacted can be used to help inform, guide, and shape the behavioural change communication and non-communication initiatives and interventions being propose in facilitating the appropriate behavioural change.

IMPORTANT DISCLAIMER: *The preferred approach methodology based on the scope of work would involve physical stakeholder participation. This testifies to the criticality of stakeholder participation and other physical interaction in the successful execution of this project. However, given the continuous and persistent onset of COVID-19 pandemic throughout the Caribbean region and how it is redefining the way business is conducted, it important that **alternative methods and innovative approaches** to conduct the various aspects of the scope of work should be identified and listed as **an essential component of the proposed methodology** in addition to the approaches stated in this Terms of Reference (ToR). COVID-19 should be identified as a*

major risk and therefore mitigation measures to facilitate the completion of the work considering this threat, should also be highlighted.

3. KEY PROJECT MILESTONES

The specific project milestones under this consultancy are as follows:

Output	Milestones
1	Submission of the Inception Report & Project Kick-off Meeting
2	Submission of the Draft Communications for Behavioural Change Strategy for Suriname (inclusive of the country specific communication for behavioural change CC and DRR goals and strategy approach)
3	Submission of the Draft Communications for Behavioural Change Action Plan for Suriname (inclusive of gender specific communication recommendations and specific communication activities and recommendations which support gender responsive behavioural change.)
4	Host Validation Workshop
5	Final Approved Communications for Behavioural Change Strategy and Action Plan for Suriname

4 EXPECTED OUTPUTS AND DELIVERABLES

The main expected outputs and project deliverables to be produced under this consultancy are as follows:

4.1 Inception Report

The Contractor will be required to produce an inception report as the first project output under this consultancy. The inception report will include the project background, rationale and objectives in-addition to a detailed methodology and approach, the inception report will also include the proposed work plan inclusive of the detailed work-break down structure and timelines in meeting the proposed project goals. The inception report should be presented in **pdf and power point format** to the project team ahead of the

project kick-off meeting. Both a formal pdf document should be prepared as well as a power point presentation, the power point presentation will be used as the presentation guide in the hosting of the Project Kick-off Meeting, however the comprehensive detail methodological approach and work plan would be outlined in the pdf document.

4.2 Draft Communications for Behavioural Change Strategy for Suriname

The Communications for Behavioural Change Strategy is the second main deliverable to be produced under the scope of this assignment. The aim of the Communication Strategy is to drive gender responsive behavioural change among the target group(s) identified (decision makers within climate change and disaster recovery coordinating agencies). In this regard, the Strategy will outline the strategic approach which the country will take in bringing about the desired transformational change intended to be achieved amongst the target group. The Communications for Behavioural Change Strategy will also outline the overarching behavioural change communication goals as well as the sector specific goals to be achieved within the climate change and disaster recovery coordinating agencies.

Another important feature of the Strategy is that it will clearly identify entry points and pathways for the achievement of such goals as well as detail the specific the type of targeted communication activities and initiatives that will be implemented in line with the specific target groups. The strategy will also define the behavioural change objectives so that the activities proposed for implementation are aligned to as well met the intended goals set. It is also important that the Communication for Behavioural Change Strategy establishes strategic linkages with and is aligned to and supports the implementation of the current Gender Vision Policy of Suriname 2021-2035. The goals, objectives and communication activities outlined under the Communications for Behavioural Change Strategy must help some of the objectives and goals identified with the Gender Vision Policy for Suriname as well as any other relevant national policy objectives and goals.

The identification of specific communication recommendations and communication activities and interventions which specifically target decision makers within the focus areas is an important component of the Communications for Behavioural Change Strategy. It is important that the Strategy detail specific and target communication interventions and activities which will bring-about the gender responsive behavioural change. Given the continued onset of the COVID-19 pandemic it is also important that in the identification of these communication recommendations and detailing of the proposed communication initiatives that the Contractor(s) pay close attention to the current COVID-19 context and the limitations place traditional communication campaigns and initiatives. The recommendations and activities outline should therefore be innovative and agile enough to support the effective deployment of such activities across non-traditional communication platforms. The Contractor will need to pay special attention to the use of such digital communications platform and activities in designing the Communication for Behavioural Change Strategy and Action Plan.

Recognizing that not all gender responsive behavioural change will be driven by communication activities or interventions. It is important that the strategy identify and detail other types of complementary activities and interventions which support the behavioural change communications efforts that will lead to the

achievement of the gender transformational change intended. This may include capacity building as well as institutional strengthening interventions that can be implemented within the scope of the project as well as medium to long-term efforts to be supported thereafter. These capacity building and/or institutional strengthening activities should seek to complement the existing communication activities being proposed and where possible a communication element should also be included to effectively demonstrate how such efforts will such gender responsive behavioural change among decisions makers within the climate change and disaster coordinating agencies.

4.3 Draft Communications for Behavioural Change Action Plan for Suriname

The Communications for Behavioural Change Action Plan for Suriname is meant to complement the overarching Communications for Behavioural Change Strategy and is an action document outlined in a Matrix format supported by a timeframe, which captures the specific communication activities and initiatives to be executed across the specific target groups. The Communication Action Plan will also include the communication goals and objectives set forth under the Communications for Behavioural Change Strategy and identify specific and tailored communication activities and interventions to achieve each goal.

The Action Plan is to be clearly linked to the Strategy and hence will outline all the communication in-addition non-communication activities to be implemented, the proposed timeframe for the implementation of these activities and the targets and indicators set in monitoring the achievement of these activities. In this regard, the Action Plan will include a monitoring and evaluation framework which supports the effectively monitoring of the communication activities to ensure that the activities and interventions being undertaken are achieving the intended Communication goals and objectives. The identification and setting of targets and indicators as part of the Action Plan is of utmost important.

The Action Plan should also identify the short term-, medium- and longer-term communication goals and objectives and hence communication and non-communication activities to be implemented. The central focus of the Action Plan is on the design specific communication activities and interventions which are easy to execute and will support the achievement of the gender responsive behavioural change intended amongst the core target groups in the shortest time possible to ensure the successful completion of the project results within the scope of the Project.

4.4 Communications for Behavioural Change Strategy and Action Plan for Suriname

The submission of the Communications for Behavioural Change Strategy and Action Plan is the combinational effort of the two preceding deliverables into a final comprehensive submission. The Contractor will therefore be tasked with submitting the final approved Communications for Behavioural Change Strategy and Action Plan for Suriname. This Strategy and Action Plan document will outline the country's communication approach in executing the communication activities aimed at bringing about the intended gender responsive behavioural change among decision makers within the climate change and disaster recovery coordinating agencies. The Strategy will propose the specific and targeted communication and non-communication interventions against the established goals and objectives. Whereas the Action Plan will specific and outline in detail the specific communication and non-communication activities to be implemented within the specific

timeframe by the country stakeholders. It is expected that a virtual validation workshop will be held with key stakeholders and interest groups in Suriname to validate the Strategy document and Action Plan prior to the commence of the implementation efforts which will follow.

Expected deliverables and proposed payment allocations are as follows:

Deliverables	Number of w/days	% Payment
1. Inception Report <ul style="list-style-type: none"> a. Methodology/ Approach b. Stakeholder Engagement Plan c. Work Plan inclusive of the Work Break Down Structure (WBS) d. Implementation Schedule e. Proposed survey/questionnaire tools 	8 days following signature of contract	30%
2. The Draft Communications for Behavioural Change Strategy for Suriname inclusive of the following: <ul style="list-style-type: none"> a. Country Analysis b. Identification of the Broad Communication for Behavioural Change Transformational Goals and Objectives c. Identification of the Specific Communications for Behavioural Change Goals and Objectives d. Communications for Behavioural Change Strategy for Suriname e. Communications for Behavioural Change Strategy Approach for Implementation in Suriname 	15 days after submission of deliverable 1	20%
3. The Draft-Communications for Behavioural Change Action Plan for Suriname inclusive of the following: <ul style="list-style-type: none"> a. Specific Communication activities to be executed in the implementation of the National Strategy and Action Plan. b. Other behavioural change activities which may include capacity building and institutional strengthening activities which will form part of the implementation activities under the Action Plan. c. Specific communication targets and indicators to be achieved in the implementation of the National Strategy and Action Plan. d. Lead actors/agencies responsible for driving the implementation of the communication activities. b. Timeline for the implementation of the specific communication activities Monitoring and Evaluation Framework to track the progress of the communication activities against the targets and indicators set	10 days after submission of deliverable 2	20%

<p>4. Virtual Validation Workshop (The virtual validation workshop presentation should be submitted in power point format accompanied by the Draft Final National Communications for Behavioural Change Strategy and Action Plan for Suriname) The validation workshop will focus on the following:</p> <ul style="list-style-type: none"> a. Overview of the Project Scope and Objectives b. Presentation of the National Communications for Behavioural Change Strategy c. Presentation of the National Communications for Behavioural Change Action Plan d. Stakeholder Validation of the Strategy and Communication Activities being proposed within the National Communications for Behavioural Change Strategy and Action Plan e. Presentation of the Implementation Strategy 	10 days after submission of deliverable 3	0%
<p>5. Final Approved Communications for Behavioural Change Strategy and Action Plan (The final report should be submitted in word and pdf format)</p>	5 days after submission of deliverable 4	30%

6. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Contractor will report directly to the EnGenDER National Mechanism for Decision Making in Suriname which comprises of the Bureau of Gender Affairs -Ministry of Home Affairs, the National Institute of Environmental Development in Suriname (NIMOS), the National Coordination Center for Disaster Relief of Suriname, the UNDP Suriname EnGenDER Focal Point along with the UNDP EnGenDER Project Management Unit in accordance with the approved schedule of works, on progress, challenges encountered, risks foreseen, proposed, or taken mitigation measures, and where UNDP support may be required. The Contractor is expected to liaise/interact/collaborate/ work closely, within the course of performing the work, with the Bureau of Gender Affairs, the National Institute of Environmental Department (NIMOS), the National Coordination Centre for Disaster Relief of Suriname, the UNDP EnGenDER Focal Points in Suriname as well as the UNDP EnGenDER Project Management Unit (PMU) and any other relevant government agency, national Climate Change and/or Disaster Risk Technical Officers or other consultants, agencies, donors, communities, CSOs and local government units which will support the effective execution of the project outcomes. Whenever requested, the company may participate in wider multi-agency assessment exercises and coordination forum, but not to represent and/or to speak on behalf of UNDP.

6. DURATION AND FINANCIAL PROPOSAL

The duration of the contract is for 50 days over a period of 3months, from March to May 2022 to facilitate a review period of deliverables submitted. The company's price is a fixed output regardless of extension of the duration specified herein. The company's price proposal will include **all expected costs of the assignment**. Payment will be remitted subject to the approval of final deliverables and based on the company's price proposal. In country technical clearance/approval must be provided for all deliverables.

Payments would be made upon submission and approval of the following deliverables as highlighted in Section 4 above:

1. Inception Report- 30%
2. The Draft Communications for Behavioural Change Strategy for Suriname-20%
3. The Draft Communications for Behavioural Change Action Plan for Suriname-20%
4. Virtual Validation Workshop-0%
5. Final Approved Communications for Behavioural Change Strategy & Action Plan-30%

7. COMPOSITION AND REQUIRED COMPETENCIES

The technical capacities within the company should include at least a Communication Specialist and Gender Expert. The company will determine and share with the UNDP Suriname who among the two specialists will be assigned as the team leader.

The Team leader within the company must possess:

- Specialized knowledge, skills, abilities, and experience to use independent judgment in the performance of their duties and be capable of carrying out work with little guidance or supervision
- Significant experience in the management of projects and or policy analysis
- Demonstrated effective planning, management, negotiation, communication, and leadership skills
- Proven ability to work with complex stakeholders and familiarity with project dynamics
- Broad understanding of technical issues relevant to our core sectors

The responsibilities of the Team leader will include:

- Leading the Team in the development of the methodology and work plan
- Use of best practice in methodologies and analyses and leading the consultation process
- Supervision of the team and ensuring timelines are met
- Responsible for collating final reports and quality assurance of deliverables

The Specialists must present the following qualifications:

Communication Specialist	
Education	<ul style="list-style-type: none"> Undergraduate degree (BA, BSC or higher) in Communications, Journalism, Public Relations, International Development, International Marketing and Communications.
Experience	<ul style="list-style-type: none"> At least 5 years of experience in undertaking communications research and in Communication Strategy Development prior experience in gender related communication research is an asset. At least 5 years' experience developing communication tools and facilitating workshops; prior experience in developing gender specific communication tools is an asset. Sound understanding of national and local development planning processes in the Caribbean especially knowledge of Climate Change and Disaster Risk Reduction Actions and national and international development policies. Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work). Sound understanding of the issues relevant to the priority sectors surrounding climate change and disaster risk reduction, or other related development issues within Caribbean region (based on job experience/field work). Previous experience carrying out similar project work in Suriname or another Caribbean island is highly desirable. Excellent conceptual, analytical, writing and communication skills in English is required.
Gender Expert	
Education	<ul style="list-style-type: none"> Postgraduate degree (MSc, MA, or higher) in Gender Studies, Development Studies, Poverty Reduction, International Policy, Sustainable Development Studies or Social Studies.
Experience	<ul style="list-style-type: none"> At least 5 years' experience conducting research on gender, climate change and disaster risk resilience. At least 5 years' experience developing tools for/and facilitating workshops on gender, climate change and disaster risk resilience. At least 5 years of experience addressing issues specific to Caribbean SIDS surrounding gender equality and the application of general analysis in analysing behavioural change. At least 2 years' experience in developing and implementing Gender-Responsive Stakeholder Participation (participatory research approaches) and the use of GBA+ analysis and the Socio- Ecological Model.

	<ul style="list-style-type: none"> ▪ Sound understanding of national and local development planning processes in the Caribbean especially knowledge of Climate Change and Disaster Risk Reduction Actions and national and international development policies. ▪ Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work). ▪ Sound understanding of the issues relevant to the priority sectors surrounding climate change and disaster risk reduction, or other related development issues within Suriname (based on job experience/field work) or another Caribbean country. ▪ Previous experience carrying out similar project work in Suriname or another Caribbean country is highly desirable. <p>Excellent conceptual, analytical, writing and communication skills in English is required.</p>
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8. SELECTION CRITERIA

The technical component for the scope of work comprises the technical capacity and related qualifications for the team lead, the Communication Specialist and Gender Expert in-addition to the Methodology, which would accumulatively contribute to 70%. The financial proposal will be assigned 30%. The combined scoring method will be used and the formula for the rating of the technical and financial proposals will be as follows:

Rating the Technical Proposal (TP):

$$\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$$

Rating the Financial Proposal (FP):

$$\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

Total Combined Score:

$$\frac{(\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%})}{\text{Total Combined and Final Rating of the Proposal}}$$

Selection The company will be evaluated separately based on the selection criteria listed below.

Selection Criteria -Team Leader			
1. Technical Capacity and Related Qualifications		Weight (10%)	Max. Points (100pts)
1.1	Significant experience in leadership positions and demonstrated effective supervision/management of others in the performance of their duties to ensure timely delivery of planned activities (based on job experience/field work)		30
1.2	Significant experience in the management of projects and or policy analysis		25
1.3	Demonstrated effective planning, management, negotiation, communication skills		20
1.4	Proven ability to work with complex stakeholders and familiarity with project dynamics		15
1.5	Broad understanding of technical issues relevant to the climate change and disaster recovery context		10
Total Points		10%	100

Selection Criteria- Gender Equality Specialist			
2. Technical Capacity and Related Qualifications		Weight (20%)	Max. Points (150pts)
2.1	Postgraduate degree (MSc, MA, or higher) in gender studies, development studies, poverty reduction, international policy, sustainable development.		30
2.2	5 years of strong experience addressing issues specific to Caribbean SIDS surrounding gender equality and the application of gender analysis in analysing behavioural change.		40
2.3	5 years of strong experience conducting research on gender specific communications and institutional strengthening and capacity building and in developing tools for/and facilitating workshops on gender, climate change and disaster risk resilience.		35
2.4	Experience in developing and implementing Gender-Responsive Stakeholder Participation (participatory research approaches) and the use of GBA+ analysis and the Socio- Ecological Model.		20
2.5	Sound understanding of national and local development planning processes in the Caribbean. Previous work in any of the beneficiary countries and in a similar project.		15
2.6	Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work).		10

	Excellent conceptual, analytical, writing and communication skills.		
Total Points		20%	150
Selection Criteria- Communication Specialist			
3. Technical Capacity and Related Qualifications		Weight (20%)	Max. Points (150pts)
3.1	Postgraduate degree (MA, MSC or higher) in Communications, Journalism, Public Relations, Marketing or International Development.		40
3.2	5 years of strong experience in undertaking communications research and in Communication Strategy Development. Prior experience in gender related communication research is an asset.		35
3.3	5 years of strong experience developing communication tools and facilitating workshops; prior experience in developing behavioural change communication activities and interventions is an asset.		30
3.4	Prior experience in the development of national and regional Communication Strategies and Action Plans. Specific experience is developing Communication Strategies and Action Plans for behavioural change is an asset.		20
3.5	Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work). GIS and/statistical analysis skills would be a strong asset.		15
3.6	Previous work experience in a UN organisation is desirable Previous work in any of the beneficiary countries and a similar project is highly desirable.		10
Total Points		20%	150
4. Methodology-Gender Responsive Communications for Behavioural Change Assessment		20%	110
4.1	The methodology for identify the behavioural change barriers/determinants as well as the behavioural change motivators is clear and well defined in line with the TOR demonstrating fulfilment of the requirements and provides clear and encouraging sign that the Communications Specialist will provide and produce exemplary work.		30
4.2	The methodology for developing the Communications for Behavioural Change Framework and Action Plan is detailed and well defined. With the scope of each activity clearly addressing all aspects of the TOR and there is no uncertainty as to what will be provided.		30
4.3	The methodology for the GBA+ is clear and coherent with the TOR demonstrating fulfilment of the requirements and provides clear and encouraging signs that the Gender Equality Specialist will provide an exemplary work.		20

4.4	The methodology for the GBA+ has sufficient details and is well balanced. The scope of each task is clearly defined addressing all aspects of the TOR and there is not uncertainty as to what will be provided.		20
4.5	Sequence of activities are logical, realistic and the team's partnership arrangement in executing the methodology is coherent and constructive and, designed to add value to the project.		10
Total Points		20%	110
		70%	510
Financials		30%	

9. OTHER

The company must submit their CVs, reference letters, company profile, business registration certificate, methodology together with their financial proposal. Applications must be submitted in English and incomplete proposals will not be considered.

Interested companies must include the following documents/ information when submitting the proposal to demonstrate their qualifications:

- **Proposed Methodology for the Completion of Services.** The company must describe how they will address/deliver the demands of the assignment as specified in the ToR.
- **Company profile.** Brief history explaining the number of years the company has been providing a similar service; history any company name changes and previous and current collaborative partnerships; show evidence of the financial and technical capacity of the company to provide required service.
- **CV** in alignment with the required qualifications and relevant experience for each member of the company.
- **Reference Letters.** The company must submit two reference letters from previous work undertaken.
- **Business registration certificate**
- **Financial Proposal.** The company must submit the financial proposal containing the final and all-inclusive (professional fees, all envisaged travel costs, etc.) total price offer for the full range of services required, broken down into all major cost components associated with the services. All envisaged travel costs must be included in the Offeror's financial proposal. This includes all duty travels.

Note:

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. Female candidates are strongly encouraged to apply. All applications will be treated with the strictest confidence.