TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Reference No.</th>
<th>PN/FJI/054/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Suva, Fiji</td>
</tr>
<tr>
<td>Application deadline</td>
<td>05 May 2022</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Individual Contractor- Communications Products Developer</td>
</tr>
<tr>
<td>Post Level</td>
<td>National Consultant</td>
</tr>
<tr>
<td>Languages required:</td>
<td>English</td>
</tr>
<tr>
<td>Duration of Initial Contract:</td>
<td>6 months</td>
</tr>
</tbody>
</table>

BACKGROUND

Although climate change is cited as the most significant security threat to the South Pacific, its likely effects on security and potential conflict are yet to be widely explored by the international and regional organizations present on the ground. Climate change in the Pacific region has the potential for a myriad of cascading fragility and instability risks. These will affect men, women and youth differently, and vary across the region both according to timeframes under consideration and depending on the country contexts.

There is a range of critical climate fragility risks emerging in the Pacific Region that will require greater examination, monitoring and coordinated action by many stakeholders at all levels Of which the most critical issues are:

- Displacement and forced migration.
- Increased social tensions.
- A decrease in national revenues.
- Challenges to the Blue Economy.
- The decline in health and productivity.
- Reduced coping capacity and vulnerability of at-risk populations.
- Impacts of sea-level rise on the jurisdictions of Pacific SIDS.

The Climate Security in the Pacific project responds to these issues by providing capacity to Pacific Countries, focusing on low lying Atoll nations, to assess, understand and address their critical climate security challenges. The Project will add value through key regional frameworks and initiatives such as the Boe Declaration and Action Plan. The Project is designed as a catalytic intervention to strengthen capacity for global advocacy and capacity to plan and respond to challenges at the community, national and regional level in Pacific SIDS.

The project is being implemented by the UNDP Pacific Office in Fiji under the UNDP Direct Implementation Modality (DIM) and is part of the Resilient and Sustainable Development (RSD) unit. Under the guidance and direct supervision of the Team Leader – RSD, the Project Manager directly supports the effective implementation and management of the “Climate Security” project.
DUTIES AND RESPONSIBILITIES

**Scope of Work**

Working under the direction of UNDP Climate Security in the Pacific Project Manager, the Consultant will:

- Provide efficient and effective communications and visibility of project activities and outcomes.
- Maintain close collaboration with UNDP Pacific Communication Officers and UNDP HQ for effective overall coordination.
- Identify and develop storylines for publications and substantive articles/blogs and innovative communication products to be published on web and in other media.
- Prepare and support formulation of background notes, speeches, talking points and presentations for public appearances.
- Keep updated the project webpage within UNDP Pacific website to disseminate information related to the progress in project activities implementation.
- Work closely with the project Country Coordinators to develop key promotional messages and products in consultation with the project team.
- Undertake field visits to promote the visibility of the pilot initiatives in the three country projects (RMI, Tuvalu and Kiribati);
- Support the development of three final videos (one per country) to highlight the work done by the project and the positive impacts it had on communities.
- Disseminate and share the knowledge products (Climate Security Country Profiles and Regional Climate Security Risk Assessment) produced in collaboration with Adelphi at all levels.
- Keep producing and publishing episodes of “Catching the last wave” podcast on climate security issues in the Pacific.
- Support the organization of a Donor Roundtable to be held in September to give an opportunity to donors, development partners and stakeholders to identify sustainability and continuity options and entry points to address climate security issues in the Pacific.
- Support the organization of a regional and an international event to present the findings of the Regional Risk Assessment and Climate Security Country Profiles (produced in collaboration with Adelphi);
- Support the Project Manager and team in the development of presentations for a wide range of events and in the final reporting of the project.

**Expected Outputs and Deliverables**

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record, publish and disseminate five podcast episodes</td>
<td>One per month (until December)</td>
</tr>
<tr>
<td>Develop, publish and disseminate three videos on the pilot initiatives (one per country)</td>
<td>By September</td>
</tr>
<tr>
<td>Develop at least three stories/articles/blogs about the pilot initiatives in the three countries</td>
<td>By September</td>
</tr>
<tr>
<td>Create and implement a communication and advocacy plan around the national Climate Security Profiles and Risk Assessments</td>
<td>By July</td>
</tr>
<tr>
<td>Activity</td>
<td>Duration</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Organize the Climate Security Partners Dialogue and ensure visibility</td>
<td>September</td>
</tr>
<tr>
<td>around the event</td>
<td></td>
</tr>
<tr>
<td>Support the Project Manager in communication-related tasks (visibility</td>
<td>All the duration of the</td>
</tr>
<tr>
<td>guidelines, project branding, etc.)</td>
<td>contract</td>
</tr>
</tbody>
</table>

**Institutional Arrangement**

- The Consultant will be based in Suva Fiji and will report to the UNDP Climate Security in the Pacific Project Manager.
- UNDP will cover the cost of travel of the individual to the duty station and their return to their home upon completion of their services. Travel costs are covered only if the function will be undertaken physically in the duty station and excludes working from home arrangements.
- The Project will provide full support concerning logistics, IT, and required services (including travel, workshops, etc.) to ensure the Project's successful implementation. Office space will be provided.
- The Consultant is expected to liaise with UNDP Pacific Communication Officers, as well as communication focal points of UN Agencies and partners at regional and global levels.

**Duration of the Work**

The consultant is expected to work 5 days a week for a duration of 6 months effective 01\textsuperscript{st} July 2022.

**Duty Station**

The consultant is required to work from the UNDP Pacific Office based in Suva, Fiji for the duration of the assignment and is expected to be online during the UNDP official business hours.

**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.
- Excellent presentation and facilitation 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:
Master’s Degree in communications, public relations, journalism, international relations, Human rights/political/social sciences, or related field or bachelor’s degree with 4 number of years of experience.

Experience

- 2 years of progressively responsible professional experience in communications and advocacy for development or related field or bachelor’s degree with minimum 4 years of experience in the similar field.
- Experience in an international setting with the UN or with another international organizations an asset
- Previous experience with the implementation of projects funded by the PBF and/or GCF or other environmental vertical funds (e.g. the Global Environment Facility) is an asset
- Experienced in Project Management

Language requirements
Fluency of English language is required. Knowledge of an additional UN language would be an asset.

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 be based on 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:

<table>
<thead>
<tr>
<th>Delivery Number</th>
<th>Due Date</th>
<th>% of Lump Sum Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1: Record, publish and disseminate 6 podcast episodes</td>
<td>July-December 2022</td>
<td>10%</td>
</tr>
<tr>
<td>Deliverable 2: Create and implement a communication and advocacy plan around the national Climate Security Profiles and Risk Assessments.</td>
<td>July 2022</td>
<td>20%</td>
</tr>
<tr>
<td>Deliverable 3: Develop, publish and disseminate three videos</td>
<td>September 2022</td>
<td>20%</td>
</tr>
<tr>
<td>Deliverable</td>
<td>Description</td>
<td>Due Date</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Deliverable 4: Develop at least three stories/articles/blogs about the pilot initiatives in the three countries</td>
<td>September 2022</td>
<td>20%</td>
</tr>
<tr>
<td>Deliverable 4: Create and implement a communication and advocacy plan around the national Climate Security Profiles and Risk Assessments.</td>
<td>July 2022</td>
<td>20%</td>
</tr>
<tr>
<td>Deliverable 5: Organize the Climate Security Partners Dialogue and ensure visibility around the event</td>
<td>September 2022</td>
<td>20%</td>
</tr>
<tr>
<td>Deliverable 6: Support the Project Manager in communication-related tasks (visibility guidelines, project branding, etc.).</td>
<td>Throughout duration of the contract – Paid out at end of contract.</td>
<td>10%</td>
</tr>
</tbody>
</table>

**Total** 100%

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: Master’s Degree or equivalent in communications, public relations, journalism, international relations, Human rights/political/social sciences, or related field and or bachelor’s degree with relevant number of years of experience – 20 points

Criteria 2: Number of Years of experience as required - 20 Points
Criteria 3: Experience in an international setting with the UN or with another international organizations an asset -10 points

Criteria 4: Previous experience with the implementation of projects funded by the PBF and/or GCF or other environmental vertical funds (e.g. the Global Environment Facility) is an asset -10 points

Criteria 5: Project Management – 10 Points

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

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

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**, 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.

**Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.

**Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in Fijian Dollars (FJD).

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.

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 [pts.fj@undp.org](mailto:pts.fj@undp.org).