TERMS OF REFERENCE

Reference No. | PN/FJI/049/22
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Location | Suva, Fiji
Application deadline | May 18, 2022
Type of Contract | Individual Contractor
Post Level | National Consultant - Consultant for UNDP Pacific Office in Fiji 2021 Annual Report and 2022 Annual Programme Review
Languages required: | English
Duration of Initial Contract: | 60 days working between June – September 2022

BACKGROUND

UNDP has made substantial investment in 10 countries and territories covered by the Pacific Office in Fiji through the implementation of the Sub-regional programme that started in 2018. There are positive results both at policy level as well as grassroots level in the areas of climate action, governance, enhancing resilience, gender equality and women’s empowerment and inclusive growth. The 2021 Annual Report of UNDP Pacific Office in Fiji will be an important publication to showcase the programmatic and financial operations as well as significant achievements of the Pacific Office to all of UNDP’s stakeholders. The report to be published in English, is UNDP’s calling card and will be used for outreach and advocacy purposes, and provide information and visibility on the CO’s programme, projects and activities throughout the period. The media can use the report to cull statistics and development success stories. The CO will also use the report for interactions with partners, including national governments, donors and civil society representatives in Fiji.

The Report will highlight demonstrable results and how these may have impacted the lives of beneficiaries. Driven by evidence, UNDP’s impact and results need to be substantiated by progress made. Special emphasis will be placed on illustrating UNDP’s added value and specific contribution to the success of programme and project activities, including the organization’s work with partners. The results and impact should reflect programme or project activities, both completed and ongoing.

The Consultant will work under the direct supervision of the DRR and in close coordination with the Communication Analyst and will receive guidance from relevant colleagues, to put the graphics and infographics together and ensure the final draft is completed.

The consultancy will also plan and facilitate the Annual Programme Review of the Sub Regional Programme Document (SRPD) amongst other documents. This will assess the attainment of intended and achieved results as well as UNDP contributions to development results at the country level including responses to COVID-19 and the challenges we face.
The review will be based on secondary information available through results oriented annual report (ROAR), Results Snapshot, Office Annual Report and other project progress reports.

DUTIES AND RESPONSIBILITIES

Scope of Work
Under the supervision and overall guidance of the Deputy Resident Representatives and in close collaboration with the Integrated Results Management Unit (IRMU), the consultant will perform the following tasks:

1. Research, write and edit text including charts and graphs, as needed for the Annual Report.

2. The consultant will draft the report based on secondary information and research, consultations within the CO to ensure that the content accurately reflects and includes the major results achieved by the Pacific Office in 2020 guided by the Sub-regional Programme Document for the Pacific Island Countries and Territories 2018 – 2022.

3. After the draft text is reviewed by the relevant Pacific Office team, the consultant will incorporate revisions related to content, design and/or language. The text will adhere to UNDP’s style guide and branding standards.

4. The consultant will work with the selected graphic designer to develop concepts for graphics and charts that creatively convey key messages/data in the report, as well as write captions for photos in the Report, keeping the Corporate Communications team (iComms) in the loop and support where necessary.

5. The consultant will proofread the Report layout as he/she receives it from the contracted designer.

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7. The consultant will ensure that all information in the results report is cross checked and correct.

8. The final report must be ready for dissemination before end of June.

9. During the compilation of the Annual Report, the consultant will also lead and plan the Annual Programme Review process, plan and facilitate a stakeholder survey prior to the APR and plan a meeting of the Virtual Annual Programme Review meeting scheduled from April to June schedule

10. The consultant will also draft a Report from the Virtual Annual Programme Review with actionable points, with a deadline of two weeks after the APR.

Expected Outputs and Deliverables
1) Annual Report 2021
2) Develop and deploy a stakeholder survey in preparation for the Annual Programme Review process
3) Plan and facilitate the Annual Programme Review meeting (by the end of June)
4) Draft/finalize the Report within two weeks of the APR

**Institutional Arrangement**
- The Consultant will directly report to the DRRs in Fiji (and North Pacific??) and work under the overall guidance of the two Deputy Resident Representative Pacific Office.
- The Consultant will work in close collaboration with the Knowledge Communication Analyst in Fiji and the members of the Programme team in Fiji, Solomon Islands, Vanuatu, Kiribati, North Pacific and project team in other PICTs.
- The Consultant will also consult with Team Leaders and deputies and relevant colleagues.
- The Consultant is required to provide for his/her own working equipment.

**Duration of the Work**
The consultant will work for up to 60 working days spread out from *June through to 30 September 2022, with possible extension based on need*. The start date is upon signing of contract. It is noted that due to the nature of the project, there will be periods of time when no actual writing or research will occur because the writer will be waiting for either text clearances from UNDP and/or layouts from the designer. Fees will be paid according to the Table under Deliverables.

**Duty Station**
- Fiji based but connecting virtually with the 10 countries

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**COMPETENCIES**

Strong research and excellent writing skills in English;
Excellent organizational skills;
Experience in producing corporate products;
Understanding of UN, including UNDP, development issues and UN reform;
Knowledge of UN terms, language and style;
Demonstrated ability to meet deadlines and work under pressure.

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**REQUIRED SKILLS AND EXPERIENCE**

**Educational Qualifications:**
Masters’ Degree in Development, Project Management, Public Relations, English Language or Literature, Communications, Journalism or Creative Writing with more than five (5) years’ experience.

**Experience**
- Minimum 5 years work experience on the preferred field of practice; and if relevant specific international, regional or local knowledge is needed (if relevant).

**Language requirements**
- Fluency of English language is required;
• Knowledge in the Pacific 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 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>Deliverable</th>
<th>Expected time (days)</th>
<th>Percentage payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outline of draft Annual Report</td>
<td>5</td>
<td>10%</td>
</tr>
<tr>
<td>Draft Annual Report as a Word document, including Table of Contents, Executive Summary, charts, photo, stories highlight, captions and credit information</td>
<td>20</td>
<td>10%</td>
</tr>
<tr>
<td>Final Annual Report</td>
<td>5</td>
<td>30%</td>
</tr>
<tr>
<td>Submit a Plan on facilitation of the Annual programme review (APR) and MCPD regional Consultations.</td>
<td>10</td>
<td>15%</td>
</tr>
<tr>
<td>Country APR minutes completed</td>
<td>10</td>
<td>15%</td>
</tr>
<tr>
<td>Report from the Annual Programme review for actionable items</td>
<td>10</td>
<td>20%</td>
</tr>
</tbody>
</table>

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: Masters’ Degree in Development, Project Management, Public Relations, English Language or Literature, Communications, Journalism or Creative Writing with more than five (5) years’ experience. – (Max 35 points)
Criteria 2: Minimum 5 years work experience on the preferred field of practice; and if relevant specific international, regional or local knowledge is needed (if relevant). (Max 35 Points)

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.
Documentation required
Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV**, 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 United States Dollars (USD).

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