



## TERMS OF REFERENCE

**[PLEASE NOTE THAT INDIVIDUALS CONTRACTS MODALITY IS TO BE USED FOR THE PROCUREMENT OF SERVICES TO PERFORM NON-STAFF TASKS]**

Job ID/Title:	<b>Event Coordinator and Advocacy/Communication on Just Energy Transition in Africa and Driving a Social Entrepreneurship Agenda for Africa United Nations General Assembly Side Events Consultant</b>
Duty Station:	Home Based
Category:	Management
Additional Category:	Management
Brand:	UNDP
Type of Contract:	Individual Contract (IC)
Category (eligible applicants):	External
Application Deadline: (Please allow at least one week)	8/3/2022

Languages Required:	Arabic		English	X	French		Russian	
	Spanish		Chinese		Portuguese		Other:	

Starting Date:	8/8/2022
Duration of Contract (# of Days):	60 calendar days
Expected Duration of Assignment:	<b>From:</b> 8/8/2022 <b>To:</b> 10/31/2022
Office facilities:	UNDP will provide the following office facilities: None

### Background

The United Nations Development Programme (UNDP) partners with people at all levels of society to help build nations that withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in more than 170 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nations. As articulated in its new 2022-2025 Strategic Plan, UNDP's new Strategic Plan 2022 – 2025 is focused on three directions of change—leaving no-one behind, building resilience and structural transformation. UNDP also aims to be a global operational arm for broadening and deepening South-South cooperation (SSC) and triangular cooperation (TrC).

The UNDP South Africa Country Office within the UNDP's Africa Regional Bureau for is working with the South Africa Government to achieve an increased scale and effectiveness of UNDP's support to SSC/TrC, as well as deeper cooperation with emerging partners on shared development priorities. To this end, the Government of South Africa, in partnership with UNDP South Africa Country is hosting two United Nations General Assembly (UNGA) side events under the themes **"Driving a Social Entrepreneurship Agenda for Africa"** and **"A Just Transition to Deliver Climate Action in Africa."**

The objectives of the two UNGA side events are respectively:

- To provide greater awareness and attention among governments and international development partners on the role of social entrepreneurs.
- To promote evidence-based discussion among a range of stakeholders, including government, DFIs, investors, business and civil society representatives, on the future energy

In order to prepare the successful organisation of these two UNGA side events, UNDP will bring on board an “Event Coordinator and Advocacy/Communication consultant” to ensure the development, organization and successful implementation of 2 side events - Driving a Social Entrepreneurship Agenda for Africa” and “A Just Transition to Deliver Climate Action in Africa.”

#### **Duties and Responsibilities:**

Under the overall supervision of Deputy Representative the Consultant will also support hosting of the two UNGA working with the Country Office respective task managers in the Country Office along two work streams: (1) knowledge management and the nurturing of communities of practice, particularly through the design and dissemination of monthly and the management of webpage of the two side events; and (2) the production and dissemination of advocacy and communications materials through social media channels and campaigns of the 2 side events

The following is an indicative list of deliverables, subject to modification based on the changing needs and priorities of the Country Office:

#### **1<sup>st</sup> month deliverables**

- Refining of draft concept notes of the two side events
- Preparation of advocacy and communication material which include posters, brochures and any needed materials for the 2 side events
- Identify potential speakers to invite to the two events;
- Draft and send out invitations to speakers;

#### **2<sup>nd</sup> month deliverables**

- Design and printing of the advocacy and communication material;
- Follow up with General Assembly Office, partners, all invitations, coordinate participants registrations
- Provide logistical support to the team in preparing for the side-events at the UNGA.

#### **3<sup>rd</sup> month deliverables**

- Communication and dissemination of the 2 side events widely through various channels.
- Support the Country Office in the preparation of advocacy and communication products which include posters, brochures, and video clip
- Side events report (e-version and print version) compiled, edited and disseminated.

**Travel:**

**In case travel is not envisioned, use the following text:**

There is no anticipated travel for this assignment. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP HHD Team and the Individual Consultant, prior to travel and will be covered and paid by UNDP.

The fare will always be “most direct, most economical” and any difference in price with the preferred route will be paid for by the expert.

UNDP will not cover any costs associated with moving to the duty station. If applicant is requesting for such coverage the cost to be calculated and included in the financial proposal.

**Evaluation:**

Applicants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants’ technical qualifications (70%) and financial proposal (30%).

**Shortlisted candidates will be interviewed and scored using the following criteria:**

- Strong experience in event coordination for a multilateral organization: 30%;
- Strong familiarity with international development issues, including SSC/TrC: 30%;
- Experience in knowledge management, including development of advocacy and knowledge products: 20%;
- Experience in communications, media outreach with a multilateral development organization: 20%.

Only Individual Consultants obtaining a minimum of 70 of the obtainable points of 100 points (70%) in technical evaluation would be considered for the Financial Evaluation.

Financial Evaluation. The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$ , where

p = points for the financial proposal being evaluated;

y = maximum number of points for the financial proposal;

μ = price of the lowest priced proposal;

z = price of the proposal being evaluated.

Only the highest ranked candidates will be considered for the Financial Evaluation.

The contract will be awarded to the applicant whose offer has been evaluated and determined as: (1) responsive/compliant/acceptable, and (2) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

**Payment method:**

The payment will be made in an all-inclusive lump sum at the end each month, based on delivery of deliverables indicated above

**Competencies**

- Strong understanding of communications and outreach at the international level;
- Proven ability to develop and implement effective communications strategies;
- Proven ability to develop user-friendly, high-quality communications materials;
- Outstanding writing and editing skills, with proven ability to meet tight deadlines;
- Proven ability to communicate issues effectively, both orally and in writing;
- Proven ability to communicate effectively, creatively and with cultural sensitivity;
- Outstanding strong organizational and planning skills;
- Proven networking skills and ability to generate interest in UNDP;
- Proven ability to multi-task effectively; and
- Respect for diversity and ability to work in a multicultural team.

**Required Skills and Experience****Education:**

- Master's degree in communications, journalism, international relations, economics, social science or related fields.

**Experience:**

- At least five (5) years of professional experience with multilateral development organizations in the areas of event coordination, advocacy, communications or knowledge management;
- Strong experience in organizing UN General Assembly Side Events or equivalent international events;
- Strong familiarity with international development issues, including South-South cooperation;
- Good knowledge of office software packages and on-line tools.

**Language skills:**

Excellent written and oral communication skills in English

**A. GUIDELINES FOR APPLICATION**

Filled P11 form including past experience in similar projects and contact details of references (blank form can be downloaded from [http://europeandcis.undp.org/files/hrforms/P11\\_modified\\_for\\_SCs\\_and\\_ICs.doc](http://europeandcis.undp.org/files/hrforms/P11_modified_for_SCs_and_ICs.doc)); please upload this P11 instead of your CV.

Financial Proposal\* - specifying a daily rate in USD and, **if applicable**, a lump sum for round-trip travel costs to join duty station/repatriation travel.

Please note that the financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. rent of dwelling, fee, health insurance, vaccination, visa costs and any other relevant expenses related to the performance of services...). All envisaged costs (except of the unforeseen travel costs for missions, if any) must be included in the financial proposal. Unforeseen travel costs for missions, if any, will be paid separately according to UNDP rules and regulations.

Incomplete applications will not be considered. Please make sure you have provided all requested materials

Qualified women and members of minorities are encouraged to apply.

Due to large number of applications we receive, we are able to inform only the shortlisted candidates about the outcome or status of the selection process.

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. All applications will be treated with the strictest confidence.

B. Additional Questions: (Three more questions are allowed other than the two mandatory questions below)

1. Explain why you think you are the most suitable candidate for this work? (Mandatory)
2. Please provide your consultancy daily fee in USD (Mandatory)

C. Online screeners: (Name/Email Address)

**ANNEX 1- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS** is provided here:  
<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>

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