

Terms of Reference for Individual Contractor

Post Title:	International Consultant - Environmental Awareness Expert
Anticipated Starting Date:	ASAP
Duration:	The expected duration of the work is up 6 months with the possibility of extension
Location:	Riyadh, Saudi Arabia
Project:	United Nations Environment Programme (UNEP)
National or International consultancy:	International Consultant

A. Project Title

Environmental Awareness Expert

B. Project Description

Organizational Setting:

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. The Regional Office for West Asia delivers advisory services and capacity building support to countries to achieve environment and sustainable development objectives. This consultancy is established at the West Asia Office within the framework of the Strategic Cooperation Agreement between UNEP and the Kingdom of Saudi Arabia. The Consultant will report to the Programme Manager at UNEP West Asia Office.

C. Duties and Responsibilities

Under the direct supervision of the Programme Manager in UNEP West Asia Office and in coordination with the respective communication department in the Ministry of Environment, Water and Agriculture (MEWA) in Saudi Arabia, the expert will carry-out, inter alia, the following duties & responsibilities:

- Identify key gaps in the general public's knowledge on the environment through surveys and analysis
- Develop awareness and community engagement plans and initiatives to raise the awareness levels and determine targets
- Design communication campaigns and marketing material to improve public awareness, and adopt appropriate delivery channels
- Attend, participate in, and/or organize events, conferences, and workshops to promote general awareness and encourage community engagement
- Develop technical standards and guidelines for the civil society's environmental activities
- Regularly assess the efficacy of awareness and community engagement campaigns and implement improvements
- Respond to requests for information on awareness issues from external stakeholders

D. Expected Outputs and Deliverables

- A clear road map and communication strategy for MEWA
- Approved activities for awareness raising and advocacy for MEWA
- Promotional materials including videos, photo compilation, fact sheets, brochures, banners and flyers for MEWA activities
- Web, social media and media content
- Community engagement campaigns and events conducted by MEWA
- Technical standards and guidelines for partnership engagements.

E. Institutional Arrangement

The expert will be supervised by the Programme Manager in UNEP West Asia Office in close collaboration with the Communication department in the Ministry of Environment, Water and Agriculture of Saudi Arabia.

F. Duration of the Work

The contract duration will be for an initial period of six months with a possibility of extension subject to continuation of mandate, availability of funding and satisfactory performance.

G. Duty Station

This assignment will be based in Riyadh, Saudi Arabia.

Travel:

- UNDP/UNEP will cover the cost of travel of the individual to the duty station, as well as their return to their home upon completion of their services. Travel costs are covered only in the event that the function will be undertaken physically in the duty station and exclude working from home arrangements.
- Include any official travel expected to be associated with performing the functions.
- Any change to the preliminary travel plan/schedule above, in such cases, UNDP/UNEP will cover travel costs in accordance with corporate regulations and rules.
- If unforeseen travel outside the assigned duty station is requested by UNDP/UNEP and not required by the Terms of References (ToR), such travel shall be covered by UNDP/UNEP in line with applicable rules and regulations and upon prior written agreement. In such cases, the consultant shall receive living allowances not exceeding the United Nations (UN) Daily Subsistence Allowance (DSA) rate for such other location(s).
- **Note:** A written approval from UNDP/UNEP and relevant authorities will be required to facilitate the consultant's travel to other locations than Riyadh on official missions where necessary.

H. Scope of Price Proposal and Schedule of Payments

All proposals must be expressed in a lump sum amount. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal.

Payments shall be made to the individual contractor upon successful completion and certification by UNDP that services have been satisfactorily performed, based upon the actual number of working days.

Payment shall be made as a deliverables-based lump sum payment, to be paid in instalments. The schedule of payment will be distributed upon satisfactory submission of the deliverables listed in the table hereunder:

Payment	Deliverables/Milestones	Schedule
Monthly Payment	Monthly payment upon submission and acceptance of the monthly working plan and successful delivery of outputs.	Monthly

I. Qualifications of the Successful Individual Contractor

- **Min. Academic Education:**

- ✓ Master’s in Communication, Public Relations, Environmental Research, Environmental Sciences, or related fields

- **Min. years of relevant Work experience:**

- ✓ Minimum 7 years of experience in communication, advocacy and awareness raising
- ✓ Previous practical experience in similar tasks in environmental research
- ✓ Knowledge of environment issues in Saudi Arabia is an asset

- **COMPETENCIES:**

- ✓ Conceptualizes and analyses problems to identify key issues, underlying problems, and how they relate;
- ✓ Ability to identify beneficiaries’ needs and to match them with appropriate solutions.
- ✓ Shares knowledge and experience and provides helpful feedback and advice;
- ✓ Excellent communication and interview skills (with groups and individuals);
- ✓ Excellent interpersonal skills and is able to negotiate with diplomacy and tact.
- ✓ Focuses on results for the client and responds positively to feedback.
- ✓ Ability to handle a large volume of work, possibly under time constraints.
- ✓ Strong time management and sensitive deadline abilities.
- ✓ Remains calm, in control and works well under pressure;
- ✓ Excellent report writing skills.

- **Required skills and competencies:**
 - ✓ Previous practical experience in similar tasks in environmental research, communication and advocacy
- **Desired additional skills and competencies**
 - ✓ Knowledge of environment issues in Saudi Arabia is an asset
- **Required Language(s) (at working level)**
 - ✓ Fluency in written and spoken in both English and Arabic is required.

J. Recommended Presentation of Offer

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents may be requested:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- b) **Personal CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- c) **Financial Proposal** that indicates the all-inclusive total contract price, supported by a breakdown of costs, as per template provided. The term “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the Proposal. If an Offeror 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 Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial Proposal submitted to UNDP.

K. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

Technical Criteria (CV review and Desk Review/Interview optional) – maximum 70 points. Only candidates who obtained **at least 70% of points from the CV desk review (who will score at least 49 points)** will be considered for the next stage of evaluation, i.e. financial evaluation.

Applications will be first screened and only candidates meeting the following minimum criteria will progress to the pool for shortlisting:

- Educational qualifications: Master’s in Communication, Public Relations, Environmental Research, Environmental Sciences, or related fields
- Minimum 7 years of experience in communication, advocacy and awareness raising

- Previous practical experience in similar tasks in environmental research
- Knowledge of environment issues in Saudi Arabia is an asset
- Sound understanding of sustainable development, environmental management issues
- Previous experience in the conception of a national environmental reporting would be a strong asset.
- Experience working in West Asia is desirable.
- Fluency in spoken and written English and **Arabic** is required

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

Weight Per Technical Competence	
5 (outstanding): 96% - 100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.
4 (Very good): 86% - 95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence.
3 (Good): 76% - 85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence.
2 (Satisfactory): 70% - 75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence.
1 (Weak): Below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence.

UNDP applies the “**Best value for money approach**” – the final selection will be based on the combination of the applicants’ qualification and financial proposal.

Financial proposal – Maximum 30 points

- Duly accomplished Confirmation of Interest and Submission of Financial Proposal Template using the template provided by UNDP (Annex II)

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The contractor shall submit a price proposal as below:

The total professional fee shall be converted into a lump-sum contract and payments under the contract shall be made on submission and acceptance of deliverables under the contract in accordance with the schedule of payment linked with deliverables. Financial proposal should include all relevant cost (consultancy fees, all envisaged travel costs, living allowances, etc.).

Financial evaluation - Total 30% (30 points)

The following formula will be used to evaluate the 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

Interested applicants are advised to carefully review this advertisement and ensure that they meet the requirements and qualifications described.

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Given the volume of applications that UNDP receives, only shortlisted offerors will be notified.

**UNDP reserves the right to reject any incomplete applications.
Please be informed that we don't accept applications submitted via email.**

Interested Offerors are required to submit an application via UNDP Jobsite system as the application screening and evaluation will be done through UNDP Jobsite system. Please note that UNDP Jobsite system allows only one uploading of application documents, so please make sure that you merge all your documents into a single file. Your online application submission will be acknowledged where an email address has been provided. If you do not receive an email acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application if necessary. Please combine all your documents into one (1) single PDF document as the system only allows to upload a maximum one document.

Any request for clarification/additional information on this procurement notice shall be communicated in writing to UNDP office or send to email mohammed.abbas@undp.org with a copy to nora.alzahid@undp.org. While the Procurement Unit would endeavour to provide information expeditiously, only requests receiving at least 3 working days prior to the submission deadline will be entertained. Any delay in providing such information will not be considered as a reason for extending the submission deadline. The UNDP's response (including an explanation of the query but without identifying the source of inquiry) will be posted in the Individual Consultant (IC) Procurement Notice page as provided above. Therefore, all prospective Offerors are advised to visit the page regularly to make obtain update related to this Individual Consultant (IC) Procurement Notice

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.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

In view of the volume of applications UNDP receives, only shortlisted offerors will be notified.

L. Approval

This TOR is approved by: *[indicate name of Approving Manager]*

Signature	_____
Name and Designation	_____
Date of Signing	_____