

TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POSITION TITLE: Strategic Communications Consultant
(International Consultant)

AGENCY/PROJECT NAME: Office of the Special Envoy of the Secretary-General on Myanmar

COUNTRY OF ASSIGNMENT: Thailand

Duration: 15 September 2022 – 14 June 2023 (9 months)

1) GENERAL BACKGROUND

The Special Envoy of the Secretary-General on Myanmar is responsible for providing the Good Offices of the Secretary-General based on the mandate created by the General Assembly Resolutions on Myanmar. Following the military takeover in February 2021, the General Assembly anonymously adopted a resolution mandating the Special Envoy to concurrently address multifaceted challenge the country is facing, including bringing the country back to the path of democracy and creating conditions conducive for voluntary, safe and dignified return of Rohingya refugees. Since taking up the mandate in December 2021, the Special Envoy actively reached out to all critical domestic, regional and international stakeholders and laid out her framework of actions which could help bring about substantial improvements on the ground and pathways to get out of the current crises. Her multi-track strategy is based on four pillars in line with the expectations from the member states and consists of the following: 1) delivering “humanitarian-plus” assistance to affected people without discrimination 2) promoting inclusive, peaceful and democratic society 3) finding sustainable solutions for Rohingya; and 4) promoting human rights, accountability and justice. Additionally, Women, Peace and Security (WPS) and Youth, Peace and Security (YPS) will be mainstreamed into all of the pillars to create cross-cutting platforms for women and youth as agents for positive change. Together, focused interventions under these pillars would contribute to the Special Envoy’s broader objectives to support democratic transition and inclusive nation-building in which all people of Myanmar enjoy equal human rights and dignity, including Rohingya.

2) OBJECTIVES OF THE ASSIGNMENT

This assignment is to advice and support the Special Envoy on any strategic communications matters, including public statements, interviews, press coverage, social media accounts, social media monitoring, and press relations. The Individual Contractor will receive support and oversight by the Political Affairs Team on the substantive elements.

3) SCOPE OF WORK

The Individual Contractor is assigned to perform the following tasks:

1. Develop and implement a communications strategy for the Special Envoy;
2. Develop various public communication products (Security Council and General Assembly briefings, public statements, speeches, media interview messages, social media messages);
3. Function as the media contact point and handle all media queries and requests; and
4. Develop and manage the website of the Office of the Special Envoy on Myanmar, its social media accounts, and monitor media and social media activities as they relate to the work of the Special Envoy or related issues.
5. Engage in other work as assigned by the Office of the Special Envoy.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration:

The duration of this assignment will be from 15 September 2022 – 14 June 2023
(up to 195 working days during 9 months)

Duty Station:

Thailand Based

Expected places of travel:

Travel expenses for mission (if any) will be responsible by ESCAP, upon prior approval.

5) EXPECTED DELIVERABLES

The Individual Contractor is expected to complete the list of required tasks as listed in section 3. Scope of Work. At the end of each month, the consultant must submit the timesheet along with the progress report of completed deliverables to his/her supervisor. The payment will be remitted upon at approval of signed timesheet by supervisor.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The contractor will work under the direct supervision of the Head of Office of the Office of the Special Envoy of the Secretary-General on Myanmar and overall supervision of the Special Envoy of the Secretary-General on Myanmar. The contractor is required to report to the Head of Office the progress of his/her work on a weekly basis either during the weekly team meetings or through bilateral meetings.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Academic Qualifications: University degree in political science, communications, journalism, social science or related fields.

Knowledge and experience:

- Minimum 10 years of experience in journalism, public communications and media, preferably in the UN system.
- Experiences in writing press briefings, speeches and reports for the leadership of the United Nations.
- Experiences in handling media queries for the United Nations.

Language: Fluency in English.

8) REVIEW TIME REQUIRED

The review and approval of payments will be made by the assigned supervisor(s) within 3 days upon submission of monthly time sheet.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE ☐ PARTIAL ☐ INTERMITTENT x ☒ FULL-TIME

10) PAYMENT TERMS

Please indicate any special payment terms for the contract.

☐ Lumpsum

☒ Daily

The payment will be made based on the daily professional fee. The rate shall be all inclusive and fixed during the contract period. Upon verification of completion of deliverables and approval by the IC's supervisor of a Time Sheet indicating the days worked in the period.

In the event such travel costs are applicable to the applicant, such expenses shall be agreed upon prior between the Office of Special Envoy of the Secretary-General on Myanmar and applicant and reimbursed or arranged on actual basis and based on the Office of Special Envoy of the Secretary-General on Myanmar travel policies and guidelines

11) RECOMMENDED PRESENTATION OF OFFER

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) P11, Indicating all past experience from similar projects, as well as the contact details (email and telephone) of the Candidate and at least three (3) professional references;
- c) Financial Proposal (that indicates the 'all-inclusive' daily fee and travel cost to join duty station in USD)

12) CRITERIA FOR SELECTION OF THE BEST OFFER

Individual Contractor are reviewed based on the aforementioned requirements for experience and qualifications, as well as on the technical evaluation criteria outlined below. Individual Contractor will be evaluated based on cumulative scoring. When using this weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Being responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation where technical criteria weigh 70% and financial criteria weighs 30%.

Individual Contractor will be evaluated based on cumulative analysis. Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

The technical criteria will be applied as below:

Technical Criteria for preliminary Evaluation (Maximum 70 points):

- University degree in political science, communications, journalism, social science or related fields (5 points)
- Minimum 10 years of experience in journalism, public communications and media, preferably in the UN system. (15 points)
- Experiences in writing press briefings, speeches and reports for the leadership of the United Nations. (25 points)
- Experiences in handling media queries for the United Nations. (5 points)
- Interview (20 points)

Having reviewed applications received, UNDP will invite maximum of four shortlisted candidates for interviews. Please note that only shortlisted candidates will be contacted.

The interview will be given a maximum of 20 points. When combined with the technical review of 50 points, only candidates who pass 70% (49 out of 70) of technical and interview evaluation shall be considered for Financial evaluation.

Please note that only shortlisted candidates will be contacted.

Financial Evaluation (30%)

Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced qualified proposal received by UNDP for the assignment.

Financial proposals from all technically qualified candidates will be scored out of 30 marks based on the formula provided below. The maximum marks (30) will be assigned to the lowest financial proposal.

All other proposals will receive points according to the following formula:

- $p = y (\mu/z)$.

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.