TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Reference no.</th>
<th>PN/FJI/118/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultancy Title</td>
<td>Fiji VNR Content Writer and Technical Support</td>
</tr>
<tr>
<td>Location</td>
<td>Suva, Fiji</td>
</tr>
<tr>
<td>Application deadline</td>
<td>16th September 2022</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Individual Contractor</td>
</tr>
<tr>
<td>Post Level</td>
<td>International Consultant</td>
</tr>
<tr>
<td>Languages required:</td>
<td>English</td>
</tr>
<tr>
<td>Duration of Initial Contract:</td>
<td>70 working days October 2022 to April 2023.</td>
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BACKGROUND

In September 2015, the United Nations General Assembly adopted the 2030 Agenda for Sustainable Development. This global “plan of action for people, planet and prosperity” is anchored on 17 Sustainable Development Goals (SDGs). The agenda’s results framework captures aspirations across three dimensions of sustainable development: economic development, social development and environmental protection.

Since the adoption of the 2030 Agenda for Sustainable Development, the Fijian Government has progressed work on a number of SDGs and integrated the same into national planning document(s), namely the 5 – Year and 20 – Year National Development Plan (NDP). Rudimentary monitoring mechanisms have been established to track national development progress which has also supported the preparation of the 2019 Voluntary National Review (VNR) report presented by the Republic of Fiji to the High-Level Political Forum (HLPF) of the UN General Assembly. Nevertheless, there remains a need for systemic and more permanent mechanisms, to be coordinated by the Ministry of Economy (MoE).

As Fiji plans to present its second VNR to the HLPF in 2023, a work plan with timelines have been prepared to guide the MoE through the process. A key part of the VNR work plan is drafting and preparation of the actual report.

Given the nature of the VNR report, there is a need for technical expertise in framing the document in a manner most suitable for presentation to the HLPF. As such, there is a need to engage a content writer who can ensure proper style, format, language and coordination of the VNR report. As the Technical Working Groups (TWGs) involved in the preparation of Fiji’s second VNR report will undertake activities and submit relevant information, a content writer can effectively utilize the information in the report preparation.

The engagement of a content writer via United Nations Development Programme (UNDP) will be based on the objectives, work assignment and duration entailed herein.

Objective

The objective of this activity is to engage the services of a Content Writer to support and assist MoE undertake and achieve the tasks contained in the work assignment below. This will allow for preparation of Fiji’s second VNR report for presentation at the HLPF.
DUTIES AND RESPONSIBILITIES

Scope of Work
The Content Writer is expected to work with the Ministry of Economy in Fiji to:

• Create and edit the content of Fiji’s second VNR report. The drafting and editing work may require additional research and coordination to be done with relevant officials.
• Liaise and maintain communication with Technical Working Groups (TWGs) engaged in VNR work plan activities.
• Receive, analyze and utilize information received from TWGs and other officials which are relevant to preparation of VNR report.
• Edit and proofread documents (including spell checks, acronyms and other abbreviations) submitted as VNR draft chapters.
• Maintain accurate and coherent writing style for the VNR report.
• Ensure all written work is authentic, original, and appropriately cited/ or referenced.
• Support any other writing tasks related to Fiji’s VNR 2023 preparation during the agreed period of engagement.
• Oversee the VNR report writing and compilation as per UN guidelines for VNR report preparation.

Expected Outputs and Deliverables

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Due dates</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Report on support to TWGs in obtaining facts and information relevant for VNR preparation (Report)</td>
<td>15 November 2022</td>
<td>30%</td>
</tr>
<tr>
<td>3. Report on streamlining Fiji’s VNR report contents (Report)</td>
<td>31 March 2023</td>
<td>15%</td>
</tr>
<tr>
<td>4. Drafting of VNR report as per required guidelines and reviewing the draft for final preparation</td>
<td>30 April 2023</td>
<td>30%</td>
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Institutional Arrangement
The consultant will report directly to the Deputy Team Leader of the UNDP Inclusive Growth Team. Also working closely with the Officer-in-Charge- International Cooperation Unit, Climate Change and International Cooperation Division, Ministry of Economy and the Sustainable Development Specialist Officer, Climate Change and International Cooperation Division to ensure that the expected deliverables are undertaken in an inclusive and consultative manner and submitted within the provided due dates.

Duration of the Work
• The expected duration of this assignment is 8 months with a start date of October 2022, and planned to be completed by 15 May 2023, with the possibility of extension.

Duty Station
• The consultant will be based in Suva. Remote work with conference and telecommunication calls where needed.
Travel and Accommodation:
Should the content writer be based out of Fiji, travel will be required to Fiji along with temporary accommodation. Applicants for this assignment will need to submit a fee estimate that incorporates their daily rate, travel fare (economy class) and accommodation for the estimated number of days for the assignment.

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:
• Minimum Postgraduate or master’s degree in linguistics, communications, journalism, public relations, international disciplines or related fields

Experience
• Minimum 5 years of professional working experience
• Minimum 3 years of relevant and progressive experience in content write-ups
• Experience in preparation of high-level reports and documents
• Knowledge and understanding of Fiji’s national plans and policies would be an added advantage
• Prior experience with government or UN agencies and other international organizations is desirable

Language requirements
• Proficiency of written and spoken English language is required

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:
• Deliverable 1 Report on support to TWGs in obtaining facts and information relevant for VNR preparation (Report): 30% of total contract amount
• Deliverable 2 Report on ensuring comprehensive and inclusive process for preparation of VNR report (Report): 25% of total contract amount
• Deliverable 3 Report on streamlining Fiji’s VNR report contents (Report): 15% of total contract amount
• Deliverable 4 Drafting of VNR report as per required guidelines and reviewing the draft for final preparation: 30% of total contract amount

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

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 Minimum Postgraduate or master’s degree in linguistics, communications, journalism, public relations, international disciplines or related fields – Max 5 points
• Criteria 2 Minimum 5 years of professional working experience/ Minimum 3 years of relevant and progressive experience in content write-ups – Max 25 Points
• Criteria 3 Experience in preparation of high-level reports and documents – Max 20 points
• Criteria 4 Knowledge and understanding of Fiji’s national plans and policies – Max 10 points
• Criteria 5 Prior experience with Government or UN agencies and other international organizations – Max 10 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 or P11, 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).

Incomplete proposals may not be considered.

**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 Mr. Dale Kacivi - procurement.fj@undp.org / dale.kacivi@undp.org

All applications must be clearly marked with the title of consultancy and submitted by 5:00pm, 16th September 2022 (Fiji Time) online via UN Jobs website [https://jobs.undp.org/](https://jobs.undp.org/) or etenderbox.pacific@undp.org