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Individual Consultant Procurement Notice

Date: 31.05.2011

Communications Consultant Support to the development of the UNDP Lao PDR Communications Strategy

Location: LAO PDR, Vientiane Capital
Application deadline: 08 June 2011
Type of Contract: SSA International
Period of assignment/Duration: 7 days
Starting Date : 13 June 2011

Background:

Scope of work, responsibilities and description of the proposed analytical work:

The Communications Consultant will work closely with the UNDP Lao PDR Communications focal point to develop an initial outline for the key components of the UNDP Lao PDR communications strategy. This will focus specifically on identifying the key goals of the strategy and the tactics with which to achieve them. Through consultations with the Communications focal point and County Office staff an outline of the key messages, goals and objectives will be drafted. In addition an outline of the relevant regional media with which to engage will be drawn up. The Consultant will also be responsible for reviewing the UNDP Lao website and will provide action points to update the website.

For detailed information, please refer to Annex 1- Terms of Reference (TOR)

TOR and General Terms and Conditions for Individual Consultants can be also downloaded at <http://www.undplao.org/vacancies/procurementnotice.php>

Requirements for experience and qualifications:

I. Academic Qualifications:

- Advanced university degree in Communication, Journalism, Public Relations; or equivalent professional work experience in the communications area, combined with an advanced university degree in a related discipline

II. Years of experience:

The Communications Consultant will have a minimum of five years experience working on communications strategies, of which at least 2-years should be in developing countries. He / she will have worked on strategies with large organizations and ideally will have experience with the United Nations. The Consultant will have a strong knowledge of and networks with international media in the Asia Pacific region.

III. Competencies:

Practical experience in formulating and implementing communications strategies

Translates strategic direction into plans and objectives

Demonstrates and shares detailed technical knowledge and expertise

Excellent writing, editing and oral communication skills in English

Requirements for submission of applications:

All interested and qualified candidates should apply on-line through the UNDP website at <http://www.undplao.org/vacancies/procurementnotice.php> or <http://jobs.undp.org/> **UNDP Lao PDR will only accept applications submitted on-line.** Documents to be included when submitting the proposals:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- 1) **Proposal:**
 - (i) Explaining why they are the most suitable for the work;
 - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable);
- 2) **CV including past experience in similar project and at least 3 references;**
- 3) **Detailed financial proposal: Lump sum offer with clear cost breakdown (international travel, consultancy fee and per diem).**

United Nations Development Programme

Note: The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days). All envisaged travel costs must be included in the financial proposal. UNDP accept travel costs not exceeding of an economy class ticket.

Instructions for on-line submissions:

Step 1: Please prepare all required documents electronically:

Step 2: Combine all documents in ONE SINGLE FILE (preferably in PDF however Word formats can be also accepted) and upload to the UNDP Jobs using the link above;

Step 3: After that you will receive an auto reply from the UNDP jobs if it was received successfully.

Evaluation of Proposals.

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- 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.

* Technical Criteria weight; [0.7]

* Financial Criteria weight; [0.3]

Only candidates obtaining a minimum of 8 points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
Technical		
• Criteria A: Development of communications strategies	0.3	4
• Criteria B: Experience with United Nations	0.2	3
• Criteria C: Knowledge of media in the Asia Pacific Region	0.2	3
Financial	0.3	5

Note: Any request for clarification must be sent in writing to the following e-mail [e-mail address of the officer in charge]. UNDP Lao PDR will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. The copies of the response will be also placed on our web-site at <http://www.undplao.org/vacancies/procurementnotice.php> and linked to the current Procurement Notice. All interested candidates are encouraged to visit the above web-site for updates.

Please note that only short-listed candidates will be notified. Qualified female candidates are strongly encouraged to apply.

For more detailed information about UNDP Lao PDR please visit our website at <http://www.undplao.org>