INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: [26-02-2020]

Country: Egypt

Description of the assignment: Edutainment Project Manager

Project name: 17 – TV Programme on sustainable development solutions

Period of assignment/services (if applicable):

Proposal should be submitted by email to procurementnotice.egypt@undp.org no later than 10 March 2020.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or 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.

1. BACKGROUND

The SDG Action Campaign is a global initiative that aims to raise awareness and enhance knowledge of the 2030 Sustainable Development Agenda (2030 Agenda) and to encourage all stakeholders to act on supporting the advancement of the 2030 Agenda and the SDGs. As part of the SDG Action Campaign led by the United Nations (UN) in Egypt, the 17 TV Program aims at empowering youth voices by providing them with a platform to utilize their skills and ideas to support the achievement of the 2030 and its 17 SDGs in Egypt.

The main purpose of this assignment is to coordinate and facilitate the preparation of the TV Programme between all responsible partners involved. The Edutainment project manager will be working closely with the production team and UN partners and will ensure communication channels are activated amongst all partners and the executive board.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK
For detailed information, please refer to Annex 1

Main tasks and responsibilities

Project coordination:
• Support the management of the TV programme preparation;
• Plan and manage deliverables within the project timeline;
• Lead and monitor the implementation of programme activities;
• Coordinate the application process, including call for applications, review committee and training of finalists.

Operations coordination
• Organize events and workshops for the programme’s stakeholders;
• Monitor the project budget and make budget adjustments when necessary.

Communication & Community outreach:
• Coordinate and organize online and on the ground advocacy campaign, and assist in preparing communication and marketing material;
• Establish and maintain professional relationships with relevant partners (start-ups, entrepreneurs, private sector, educational entities);
• Identify promising start-ups and entrepreneurs within the field of sustainable development.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

1. Required qualifications:
• Bachelor’s degree in Mass Communications, Social Sciences or other relevant fields;
• 3-4 years of previous professional experience in communications and project management is required;
• Previous experience working with production companies is considered an asset;
• Fluent in both Arabic and English.

2. Required competencies, experience and skills

People skills:
• Recognizes and responds appropriately to the ideas, interests, and concerns of others;
• Partnering & Networking:
• Seeks and applies knowledge, information, and best practices from within and outside UN.

Coordination:
• Knowledge sharing, maintaining relationships
• Sets clear performance goals and standards; executes responsibilities accordingly.

Teamwork:
• Encourages team engagement and collaboration
• Ability to work across organizations and departments
Communication:
- Demonstrates ability to communicate clear messages to different target groups

4. 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
2. Financial proposal
3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

- **Lump sum contracts**
  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).

**Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

2. *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:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70]

* Financial Criteria weight; [30]

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>Project management experience</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Knowledge of and experience in entrepreneurship</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Experience in event coordination</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Financial</td>
<td>30</td>
<td></td>
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</tbody>
</table>
ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS
Terms of Reference for an Individual Consultant
Edutainment Project Manager

Duty station: Cairo, Egypt
Office: UNRCO
Expected start date: 15 March 2020
Duration: 6 months
Grade: NC -A
Supervisor and reporting line: Direct reporting to the “17 Production” Director and secondary reporting
to the UN Resident Coordinator

3. Background

The SDG Action Campaign is a global initiative that aims to raise awareness and enhance knowledge of the
2030 Sustainable Development Agenda (2030 Agenda) and to encourage all stakeholders to act on
supporting the advancement of the 2030 Agenda and the SDGs. As part of the SDG Action Campaign led by
the United Nations (UN) in Egypt, the 17 TV Program aims at empowering youth voices by providing them
with a platform to utilize their skills and ideas to support the achievement of the 2030 and its 17 SDGs in
Egypt.

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between all responsible partners involved. The Edutainment project manager will be working closely with
the production team and UN partners and will ensure communication channels are activated amongst all
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4. Main tasks and responsibilities

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6. **Deliverables and payment terms**

<table>
<thead>
<tr>
<th></th>
<th>Deliverables</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Developing Website and Platform for the TV Programme</td>
<td>15%</td>
</tr>
<tr>
<td>2</td>
<td>Mapping and preparing information campaign in the field</td>
<td>15%</td>
</tr>
<tr>
<td>3</td>
<td>Conducting field visits in governorates</td>
<td>20%</td>
</tr>
<tr>
<td>4</td>
<td>Developing a Business plan</td>
<td>20%</td>
</tr>
<tr>
<td>5</td>
<td>Developing training manual for the bootcamp</td>
<td>15%</td>
</tr>
<tr>
<td>6</td>
<td>Filtration of applicants</td>
<td>15%</td>
</tr>
</tbody>
</table>

7. **Required competencies, experience and skills**

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