



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30.04.2018

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**Country: Azerbaijan**

**Description of the assignment: National Communications and Training Officer**

**Project name: Conservation and sustainable use of globally important agro-biodiversity**

**Period of assignment/services (if applicable): 10 May, 2018 -25 December, 2018**

Proposal should be submitted at the following e-mail address [procurement.aze@undp.org](mailto:procurement.aze@undp.org) no later than 06 May, 18:00 Baku time.

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.

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### 1. BACKGROUND

The project seeks to: (i) improve the protection of viable populations of indigenous wild relatives of crops and local landraces in their natural habitats; (ii) augment the conservation of indigenous wild relatives of crops and local landraces in plant gene banks to ensure an adequate source of genetic resources for plant breeding; and (iii) increase the production, and extent of use, of local landraces in agricultural small holdings and commercial farms.

The project will be implemented in three regions - Sheki, Goranboy and Goychay. Within these three rayons, the project will further focus on selected crop wild relatives, cultivated native species and cultivated landraces of wheat, vegetable and forage crops.

The project has been structured into three complementary components.

The first component will seek to expand the state of knowledge of agro-biodiversity, enhance the conservation of this agro-biodiversity and increase the intensity and extent of use native crops in the agricultural sector in the three project regions.

The second component will seek to build the capacities of, and improve the collaboration and cooperation between, agricultural institutions and small farmers in order to improve agricultural productivity and reduce land degradation using native crops (i.e. the targeted crop species) in the three project regions.

The third component will seek to strengthen incentives that encourage the planting of, and improve access to commercial markets for agricultural products derived from, the targeted native crop species across the three regions.

## 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The National communications and training officer will be an experienced national expert to provide communications and training support of the project. He/She will work with project assistants and report to National Project Coordinator (NPC). During the contract period the working days: 120 days.

### Duties on Communication Strategy:

- Develop a long-term Communication Strategy to promote the work of the project, advocate its outputs and facilitate networking and collaboration among targeted beneficiaries.
- Development and coordination of project's website
- Prepare specific programs and/or campaigns and work closely with project staff and contractors to ensure the success of the Strategy.
- Prepare quarterly plans and reports on communication activities and implement them in a timely manner.
- Support the work of project staff in publishing the publications.
- Participate in quarterly work planning and progress reporting meetings
- Help in increasing participation of women in livelihood generating activities
- Prepare and publish quarterly newsletters for disseminating information and sharing of experiences

### Duties on Training Plan:

- Coordinate with the consultant expert(s) to develop Training Plan(s)
- Identifying the main target groups for training and assess the requirements on course timing, time limitation of participants, and other factors.
- Support project in contracting arrangements for individuals and organizations to implement the Training Plan, including training needs assessment, developing training courses, and carrying out training as the Project's requirements.
- Ensure that statutory training requirements are met
- Amend and revise programs as necessary, in order to adapt to changes occurring in the work environment
- Manage, monitor and evaluate the Training Plan's implementation and training materials for reporting through communication documents.

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### **Qualifications and Competencies**

- University Degree in a relevant field
- At least 5 years in communications and training development;
- Experience with modern methods of participatory training, including Training for Trainers

### **Technical skills**

- A working knowledge of spoken and written of Azeri and English is required, including the ability to draft and edit project documents.
- Excellent computer skills, in particular mastery of all applications of the MS Office package;

**Competencies:**

## Corporate Competencies:

- Demonstrate commitment to UNDP's mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

**Functional competencies:**

- Showing the will to learn and develop professional skills;
- Consistently work with energy and positive, constructive attitude;
- Focus on result for the client and respond positively to feedback;
- To be self-sufficient and conduct himself in the highest professional manner in working relations.

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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

- Methodology/ Approach to the work;
- Offeror's letter to UNDP conforming interest and availability for the Individual Contractor (IC) Assignment;
- Filled out and signed P11 Form;
- Breakdown of Costs (in USD) Supporting the Final All-Inclusive Price;

**5. FINANCIAL PROPOSAL****Lump-sum contract:**

The contract will be a lump-sum result-based contract. The rates indicated by the consultants in their responses, along with their technical expertise will serve as a basis for the selection. The UNDP also reserves the right to negotiate the total rates with the selected candidates. The total amount will take into account the negotiated rate for the whole consultancy period. Payment will be done in four instalments and based on completion of deliverables.

- 1 instalment – 20% advance payment, after signature of the contract (May, 2018)
- 2 instalment – 30% - deliverable 1, 2 (July, 2018)
- 3 instalment – 30% - deliverable 3 (September, 2018)
- 4 instalment – 20%- deliverable 4,5 (December, 2018)

No international travel is expected. There will be 40 days of countrywide travel, so travel expenses should be included to the financial proposal. Daily allowance for internal travel is 92\$ per day. Please note that the cost breakdown is necessary.

## 6. EVALUATION

Individual consultant will be evaluated based on the following methodology:

Lowest price and technically compliant offer

- University Degree in a relevant field (25 points)
- At least 5 years in communications and training development (30 points)
- Experience with modern methods of participatory training, including Training for Trainers (25 points)
- Methodology/ Approach to the work (20 points)
- A working knowledge of spoken and written of Azeri and English is required, including the ability to writing reports.
- Excellent computer skills, in particular mastery of all applications of the MS Office package
- Excellent communication skills and ability to work in teams.

*“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.*

***The minimum passing score is 70 points.***

## ANNEX

### ANNEX 1- TERMS OF REFERENCES (TOR)

### ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS