



## TERMS OF REFERENCE

### Communications, Writing and Reporting Expert

#### Consultancy

<b>Project:</b>	Preventing online radicalization and enhancing community security to mitigate socio-economic impact of COVID-19 in Jordan
<b>Consultancy:</b>	Communications, Writing and Reporting Expert
<b>Duration:</b>	4 Months
<b>Contract Start Date:</b>	28 February 2022
<b>Contract End Date:</b>	30 June 2022
<b>Duty Station:</b>	Amman – Jordan

#### BACKGROUND

In 2017, the Government of Jordan established a Prevention/Countering Violent Extremism (P/CVE) Unit to provide specialized diagnosis, resources, and coordinate national programmes related to de radicalization, countering, and preventing violent extremism. The duties of the Unit are to: identify motives and drivers of radicalization; conduct and gather studies and research; build national capacities; establish strategic communications; develop and monitor key performance indicators; and support the efforts of the state in developing strategies to prevent ideological radicalization and extremism. The Unit is seen as a key element of supporting the design and implementation of the governmental National Action Plan (NAP) on PVE and engages with all related actors, including line ministries, governmental agencies, civil society, and the international community.

The Unit is established within the Prime Ministry and works in close liaison with other governmental structures. A key element of the work of the P/CVE Unit will be to undertake effective communications, writing and reporting of P/CVE initiatives implemented in Jordan, and to coordinate with relevant actors to ensure the impact of the work is in line with the National Action Plan in ensuring maximum impact and results against defined quality criteria.

In support of these efforts by the P/CVE Unit and the Government of Jordan, UNDP's Jordan *Support to Preventing Violent Extremism in Jordan* Project aims to strengthen national efforts at reducing the threat of radicalization and violent extremism. The work of UNDP in this area is delivered through its Governance & Peace Pillar / PVE and Strengthening Social Cohesion

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team, supported through funding from the Government of Japan, and which is closely aligned to regional and global activities by UNDP in this field.

#### **PURPOSE OF THE CONSULTANCY**

UNDP seeks to contract a Communications, Writing & Reporting Expert to provide relevant technical advice, assistance, and support to the P/CVE Unit in its outreach efforts, peer review for some of the research, and the launching of several critical research, assessments and mappings that are intended to be conducted in partnership with UNDP and other partners over the duration of the contract.

#### **INSTITUTIONAL ARRANGEMENTS**

Under the overall contractual supervision of UNDPs Deputy Resident Representative in close coordination with the Senior Programme Specialist, the Communications, Writing & Reporting Expert will work under the management and guidance of, and will also report to, the P/CVE Unit Director and / or the Chief Technical Advisor of the Unit.

**Full confidentiality of the work of the Unit is required.**

#### **RESPONSIBILITIES**

Overall responsibilities include:

1. Updating and reporting progress on NAP and P/CVE Unit activities for the government, national and international counterparts.
2. Support with updating the NAP activities to become more focused and specific based on instructions from the Chair of the National P/CVE committee.
3. Attend and participate in events planned for (January, February and March 2022), and draft reports based on key findings.
4. Peer review of material provided to the Unit, whether in research or background material related to programmes and activities being implemented.
5. Provide advice and guidance on drafting the methodology framework and tools for the local assessment of radicalization and tolerance.
6. Communications and visibility materials for the Units website.... Etc.
7. Other tasks as needed.

#### **EXPECTED OUTPUTS/ DELIVERABLES**

The Consultant is expected complete the following deliverables during this contract,

<b>Deliverables</b>
<b>Submission of the workplan</b> for the duration of the contract.
<b>Submit report on the friends of PVE December 2021 seminar including discussions with speakers to approve key findings.</b> In addition to a <b>summary report to be shared with stakeholders.</b>

Review all research pertaining to P/CVE- related to Jordan and drafting a summary report including all data related to the topic on Jordan.

Review the National Action Plan, and support in redesign in preparation for the launch of the NAP update and draft reports on the NAP.

Support in the planning of the friends of PVE seminar in February 2021 and drafting the report and documentation materials related to the seminar.

Write, advise, and edit reports and discussions on the research design and methodology for conducting a national assessment of radicalization and tolerance in Jordan.

Drafting key findings report and a policy paper advising the P/CVE unit on how to share the organization of the units and better focus M&E efforts.

#### SCHEDULE OF PAYMENTS

The payments will be effective upon the achievement of the corresponding milestones and for the following amounts:

DELIVERABLE	DUE DATE	AMOUNT IN [USD]
Submission of the workplan for the duration of the contract.	7 March 2022	3,900.00 USD
Submit report on the friends of PVE December 2021 seminar including discussions with speakers to approve key findings. In addition to a summary report to be shared with stakeholders.	14 March 2022	3,900.00 USD
Review all research pertaining to P/CVE- related to Jordan and drafting a summary report including all data related to the topic on Jordan.	4 April 2022	3,900.00 USD
Write, advise, and edit reports and discussions on the research design and methodology for conducting a national assessment of radicalization and tolerance in Jordan.	18 April 2022	3,900.00 USD
Review the National Action Plan, and support in redesign in preparation for the launch of the NAP update and draft reports on the NAP.	25 April 2022	2,600.00 USD
Support in the planning of the friends of PVE seminar in April / May 2022 and drafting the report and documentation materials related to the seminar.	16 May 2022	3,900.00 USD
Drafting key findings report and a policy paper advising the P/CVE unit on how to share the organization of the units and better focus M&E efforts.	30 May 2022	3,900.00 USD

**The total contract volume will be negotiated based on the agreed scope of work and the consultant's qualification and experience. The Consultant will agree to the format and content of each output. Amendments to these outputs and deliverables may be agreed on.**

## QUALIFICATIONS OF THE SUCCESSFUL EXPERT

### Education

- PHD in natural or ancient sciences, economics, political science, social sciences, or other relevant disciplines.

### Work Experience

- Over ten years of experience in research and P/CVE.
- Experience in working with national government organizations, with development actors, civil society, UN or related development organizations.
- Prior experience of working in Jordan or in Arabic-speaking countries.
- Strong Communication skills, research and analytical skills, and ability to receive and integrate feedback.

### Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favouritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

### Language

Fluency in the English Language

Knowledge of Arabic is a plus

## CRITERIA FOR SELECTION OF BEST OFFER

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) Being responsive/compliant/acceptable, and
- b) Having received the highest score based on the following weight of technical and financial criteria for solicitation as per the schedule below:

\* Technical criteria weight: 70%

\* Financial criteria weight: 30%

Only candidates obtaining a minimum of 49 points (70%) in the technical evaluation shall be considered for the financial evaluation.

Of those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula:  $(P_n / P_l) * 30$  where  $P_n$  is the financial offer being evaluated and  $P_l$  is the lowest financial offer received.

Criteria	Maximum points
PHD in natural or ancient sciences, economics, political science, social sciences, or other relevant disciplines.	20%
Over ten years of experience in research and P/CVE.	20%
Experience in working with national government organizations, with development actors, civil society, UN or related development organizations;	20%
Prior experience of working in Jordan or in Arabic-speaking countries.	10%

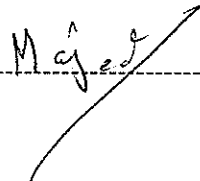
Strong Communication skills, research and analytical skills, and ability to receive and integrate feedback; 10%

Financial offer, submitted in accordance with the price schedule set out in the procurement notice 20%

**IX. DOCUMENTS TO BE SUBMITTED**

Interested consultants are invited submit the following documents/information to be considered:

1. Offeror's letter, as per the attached form
2. Personal History Form (P-11), including 3 references
3. Technical proposal
  - i. Explaining why they are the most suitable for the work
  - ii. Providing a brief methodology (not more than 3 pages) on how they would approach and conduct the work.
4. Financial proposal in accordance with the attached schedule

Signatures	
<b>UNDP</b>  	<b>Consultant</b>  

