**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **Title of consultancy:**  Individual Consultant for provision of digital TV studio systems integration services | **Funding Code**  4360/A0/06/880/004 - Communications, Advocacy and Partnership  SM210852 | **Type of engagement**  Consultant  Individual Contractor Part-Time  Individual Contractor Full-Time | **Duty Station:**  Home based in Ashgabat, Turkmenistan |

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| **Consultant sourcing:**  National  International  Both  **Consultant selection method:**  Competitive Selection (Roster)  Competitive Selection (**Advertisement/Desk Review/Interview**) | | | **Request for:**  New SSA – Individual Contract  Extension/ Amendment | |
| **If Extension, Justification for extension: N/A** | | | | |
| **Supervisor:** | **Start Date:** | **End Date:** | | **Number of Days (working)** |
| *Selbi Hanova,* *Social and Behaviour Change Officer* | *01 December 2022* | *10 February 2023* | | *45 days* |

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| **Purpose of Activity/Assignment:**  As the global COVID-19 pandemic is ongoing, UNICEF will continue working with the Government to scale up the preventive activities and strengthen national efforts for risk communication and community engagement in response to COVID-19 impacts in Turkmenistan and to increase national capacity for potential future crises and rapid RCCE response.  Within the two-year World Bank loan to the Ministry of Health and Medical Industry of Turkmenistan and in collaboration with UNDP and WHO, UNICEF is implementing a large-scale Strengthening Risk Communication and Community Engagement component of Turkmenistan COVID-19 Response project starting from November 2021 until June 2023 designed to strengthen the existing public health system of Turkmenistan. Within this project, UNICEF will work with Ministry of Health and Medical Industry, Ministry of Education, Ministry of Sport and Youth Policy, State Committee for TV, Radio and Cinematography and other national organizations to build capacities in informing the public about risks and necessary preventive measures and fostering community engagement mechanisms to build resilience for future pandemic/disasters.  For this purposes, UNICEF Office in Turkmenistan desires to strengthen digital capacity of Health Information Centre of the Ministry of Health and Medical Industry of Turkmenistan to disseminate information from the national to state and local levels, between the public and private sectors, and within communities by engaging local expertise to integrate the equipment system of TV studio. The overall objective of the national consultancy is to support Health Information Centre of the Ministry of Health and Medical Industry of Turkmenistan to expand existing TV studio capacity by integrating newly acquired video, audio and other relevant TV studio equipment under the project. |
| **Scope of Work:**  Within the scope of the World Bank loan’s funded project on RCCE, under the supervision of UNICEF Social and Behavior Change Officer in Turkmenistan and working closely with UNICEF National Consultant and Health Information Centre of the Ministry of Health and Medical Industry of Turkmenistan, the National Consultant will provide existing equipment capacity assessment for the establishment of enhanced digital TV studio, available equipment systems integration, enriching relevant central and velayat Health Information Centre staff capacity on technical maintenance and integration servicing of TV studio equipment for its designated technical staff. National Consultant is expected to carry out the tasks as per below deliveries with duty station based in Ashgabat, Turkmenistan. The incumbent will work in close cooperation with national partners and UNICEF Turkmenistan as detailed in below tasks and deliveries: |

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| **Work Assignment Overview** | | |
| **Tasks/Milestone:** | **Deliverables/Outputs:** | **Timeline:** |
| **Component 1.2.: Strengthening Risk Communication and Community Engagement – RCCE** | | |
| **Delivery 1:** Conduct TV studio digital capacity extension assessment review by visiting to the TV studio of HIC of MoHMI, room settings of the studio, go through list of available TV studio equipment procured under the project to integrate with existing TV studio equipment systems to provide with TV studio equipment gap analysis. | 1. Digital TV studio capacity extension assessment review have been conducted and digital TV studio equipment gap analysis for equipment systems integration provided. | 15 days by 31 December 2022 (Home based and project site visit at HIC) |
| **Delivery 2:** Provide with systems integration services based on the available equipment, commission TV studio work with newly integrated system equipment together with national counterparts for operational check and organize training for capacity improvement of central and velayat technical staff of HIC on how to integrate the equipment systems, use of equipment and technical maintenance of those equipment. | 2. TV studio equipment systems are integrated with newly procured equipment and equipment operational test was checked. Technical staff capacity of HIC is improved and training for relevant technical staff delivered on the equipment system integration, use and maintenance. | 15 days, by 20 January 2023 (Onsite, Ashgabat, Turkmenistan) |
| **Delivery 3:** Taking equipment gap analysis into account, provide HIC with recommendations on further improvement of TV studio capacity for advanced digital systems to broadcast programmes with innovation through new technologies. Submit consultancy report. | 3. Further recommendations of equipment to establish advanced digital TV studio was provided to HIC. Consultancy report submitted. | 15 days, by 10 February 2023 (Onsite, Ashgabat, Turkmenistan) |

**Reporting requirements**

The national consultant will work under the direct supervision of Social and Behaviour Change Officer and in close collaboration with Health Information Centre of the Ministry of Health and Medical Industry and National Consultant of UNICEF Turkmenistan country office.

**Payment**

Payments will be made based on successful submission of deliverables and successful execution of assigned tasks as agreed with the supervisor in accordance with this ToR. Upon successful submission of deliverable 1 – 30%, deliverable 2 – 40% and deliverable 3 – 30% will be paid by UNICEF country office from total fee.

**International and local travel**

No travels are expected in duration of this assignment.

**Work arrangements**

Day to day supervision and guidance will be provided by UNICEF Turkmenistan Social and Behavior Change Officer. UNICEF will regularly communicate with the National Consultant and provide guidance and feedback from national partners as well as all other necessary support to achieve objectives of the consultancy.

**General Terms and Conditions**

UNICEF’s general terms and conditions will apply to the contract awarded to the vendor. Please note that, in the evaluation of the technical merits of each proposal, UNICEF will take into consideration any proposed amendments to the UNICEF General Terms and Conditions. Proposed amendments to the UNICEF general terms and conditions may negatively affect the evaluation of the technical merits of the proposal.

UNICEF retains the right to patent and intellectual rights, as well as copyright and other similar intellectual property rights for any discoveries, inventions, products or works arising specifically from the implementation of the project in cooperation with UNICEF. The right to reproduce or use materials shall be transferred with a written approval of UNICEF based on the consideration of each separate case. Consultant should always refer to UNICEF Turkmenistan support in developing the materials when publishing the results of the works being conducted while in Turkmenistan in academic journals, books and websites.

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| **Minimum Qualifications required:**  Bachelors  Masters  PhD  Other | **Knowledge/Expertise/Skills required:**  Education:  Advanced University degree in one of the following fields is required:  System Engineering, IT Engineering, TV and Radio Communications or other related fields.  Experience:   * A minimum of eight years of professional experience in one or more of the following areas is required: TV and Radio studio designing, establishing, running, System Engineering, IT Engineering or other relevant fields. * Demonstrated experience in projects of similar nature/size is required; * Good writing skill is required; * Experience working in a similar country context is considered an asset; * Relevant experience with UNICEF or in a UN system agency or organization is considered an asset; * Negotiation, communication, and interpersonal skills are required.   Language Requirements:  • Fluency in Russian/Turkmen is required and working knowledge of English is an asset; |
| Submission of applications:The submissions should contain two separate proposals: Technical and Financial Proposals. | The technical proposal should include   * Methodology of work, including   + Assessment of suitability vis-à-vis the requirements of this ToR;   + A summary of experience in similar assignments;   + Links to/attachments of examples of similar work; * CV of the candidate * References   Financial Proposal: Candidates need to submit a financial proposal (All-inclusive consultancy fee inclusive of transportation and communication costs in lump sum, as applicable) as a separate attachment in pdf file to complete the entire assignment based on the terms of reference. All-inclusive consultancy fee should be broken down to show the detail for the following:   |  |  | | --- | --- | | Consultancy fee per day |  | | Total in USD: |  |   Applications without financial proposal will be disqualified.  The applicants should ensure that all pricing information is provided in USD. Invoicing will be in the currency of the proposal. |
| Evaluation criteria | Each proposal will be assessed first on its technical merits and subsequently on its price. In making the final decision, UNICEF considers both technical and financial aspects to ensure best value for money.  The Evaluation Team first reviews the technical aspects of the offer on the basis of the qualifications described above and as per the breakdown in the table below, followed by review of the financial offers of the technically compliant candidates:  Contents of the Technical Proposal Score:  Assessment of suitability vis-à-vis requirements 20  Similar experience in similar assignments and proof of similar work 25  Eligibility of the candidate (CV) 25  Training and presentation skills 10  Language skills 10  References 10  Total Score: 100 (with passing score 75)  The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract. A cumulative analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows: 75% Technical, 25% Financial with 100 % Total. |

In the event of unsatisfactory performance, UNICEF reserves the right to terminate the Agreement. In case of partially satisfactory performance, such as serious delays causing the negative impact on meeting the programme objectives, low quality or insufficient depth and/or scope of the assignment completion, UNICEF is entitled to decrease the payment by the range from 30% to 50% of the contract value as decided jointly by the Contract Supervisor and Operations Manager.

**Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.**