

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	Office of the Representative UNFPA South Sudan
Purpose of consultancy:	Under the overall supervision of the Country Representative and direct supervision of the Communications Specialist, the Communications Associate will support all aspects of advocacy, information and communications activities of UNFPA in South Sudan. He/she will contribute to the implementation of the Country Office communications strategy, working closely with the programme staff on cross cutting areas related to humanitarian, reproductive health, gender, youth and population and development.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ol style="list-style-type: none"> 1. Advocacy <ul style="list-style-type: none"> • Support the planning and conduct of events based on regular UNFPA observances and celebrations (i.e., International Day of the Midwife, State of World Population Report, World Population Day, etc.) in coordination with relevant programme colleagues and implementing partners • Assist in the development and dissemination of multimedia advocacy materials among key target audiences in support of UNFPA advocacy and communications campaigns 2. Information and Communication <ul style="list-style-type: none"> • Support the preparation of media releases and coordinate outreach to national and local media to ensure coverage of UNFPA programme and activities in South Sudan with strategic impact • Provide technical assistance to UNFPA field offices and partners in gathering materials for external communications purposes, such as human interest stories and photos • Monitor relevant global, regional and national news media to identify trends in coverage priorities for effective positioning of UNFPA media outreach and respond to misinformation. This includes preparing daily media alerts for the CO staff. • Support the development of content for the Country Office's website and social media platforms, ensuring a timely, accurate and informative content 3. Coordination <ul style="list-style-type: none"> • Support inter-agency communication outreach efforts by the UN Communications Group aimed at enhancing the image of the UN in South Sudan <p>Perform other job-related duties as assigned by the UNFPA Representative and/or Deputy Representative required to ensure the success of the Country Programme.</p>
Duration and working schedule:	Four (4) months initially, full time
Place where services are to be delivered:	Juba, South Sudan
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Daily outputs expected in either electronic or hard copies, as necessary.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Weekly reporting to supervisor; monthly accomplishment report to be submitted
Supervisory arrangements:	The Individual Consultant will be under the direct supervision of the Communications Specialist, and will develop collaborative relationship with the Information Management Officer and Programme Officers.
Expected travel:	Travel to UNFPA project sites with and outside Juba, as necessary.
Required expertise, qualifications and competencies, including language requirements:	<p>Education Knowledge and Experience:</p> <ul style="list-style-type: none"> • Bachelor's degree in communications, journalism, development communications, social sciences or related field

	<ul style="list-style-type: none"> • Minimum 5 years professional experience in communication, media, media relations or public relations • Experience in building and maintaining relationships with journalists, researching stories, organizing press conferences, writing press releases and content for website and social media • Experience in supporting the production of IEC materials, including print and video/digital materials • Experience in planning and conducting public events • Knowledge in the use of design software applications such as Adobe Illustrator, InDesign and Photoshop • Fluency in English is required. Working knowledge of Arabic is highly desirable. <p><u>Required Competencies</u></p> <p>Values:</p> <ul style="list-style-type: none"> • Demonstrates integrity by modelling the UN's values and ethical standards • Promotes the mission, vision and strategic goals of UNFPA • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability • Embracing change <p>Core competencies:</p> <ul style="list-style-type: none"> • Achieving Results • Accountability • Developing and Applying Professional Expertise/Business Acumen • Thinking analytically and Strategically • Working in Teams/Managing Ourselves and our Relationships • Communicating for Impact
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	Office space Laptop Vehicle/driver in relation to participation in meetings and field visits Daily subsistence allowance for authorized travel outside of duty station
Other relevant information or special conditions, if any:	Post equivalent to SB3.
<p><u>How to Apply</u></p> <p>Applicants are kindly requested to send their application to ssco.vacancies@unfpa.org by COB 22 March 2017. Applications received after this date will not be taken into consideration. All applications should be cleared marked with <u>Subject Line</u> "Communications Associate (National Post)".</p> <p>Applicants will be short-listed on the basis of their qualifications and work experience. Only the short-listed candidates will be invited for interviews.</p> <p>IMPORTANT: There is NO application processing or other fee at any stage of UNFPA application processes.</p>	