



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

National Communication Consultant to support the Communications team in Cox's Bazar	
Hiring Office:	UNFPA Cox's Bazar Sub- Office
Purpose of consultancy:	<p>The purpose of this consultancy is to support the Communications team in UNFPA Cox's Bazar sub-office by undertaking all responsibility to ensure increased visibility of UNFPA's Rohingya Response and produce quality communications products and materials.</p> <p>Supporting the Sexual and Reproductive Health and Rights, Gender-based violence and Adolescents and Youth Teams in producing communication materials and providing coverage of field visits.</p> <p>The consultant will produce communications products by using exceptional writing in English, graphic design skills, videography, photography and managing the overall quality of visual products and procurement process at the Cox's Bazar sub - office.</p>
Scope of work: (Description of services, activities, or outputs)	<p>The National Communications Consultant will work under the direct supervision of the Communications Analyst and in close collaboration with the Cox's Bazar Programme and Operations teams to ensure consistent and high-quality visual materials.</p> <p>The key responsibilities of the Communication Support Officer entail the following:</p> <ul style="list-style-type: none"> • Provides input in the development and supports the implementation of the Cox's Bazar sub-office's Advocacy and Communications strategy, • Coordinate with different project components, partner organizations and key stakeholders to collect and write success stories, feature articles, short report on project events and important UN days,



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	<ul style="list-style-type: none"> • Prepare write ups (one/two pagers) and develop other communications and knowledge products on project strategies, success stories, lessons and project impact, • Assisting in drafting, editing and proof-reading of all written materials, capturing key messages of UNFPA work in the sub-office, collating amendments from colleagues (including, but not limited to Donor reports, concept notes, brochures, press-releases, fliers, feature articles related to activities/events, human interest stories, social media posts and any other public information advocacy materials); • Preparing background communication and promotional materials for briefing and visits of media, high level UNFPA Cox's Bazar staff, goodwill ambassadors, donors, and other of such visits. Assisting in the planning, logistics and administrative arrangements. • Assisting in the creation and editing of photographs and short videos for social media. Managing the coordination of film and photography shoots / accompanying photographers and videographers, • Organising and generating support for special events and activities to promote humanitarian programme goals, including important International UN days, World Population Day, State of World Population report launch and annual UNFPA report. • Assisting in developing and maintaining close collaboration with mass media, including the local media in Cox's Bazar as well as with groups and organizations whose support is essential to the achievement of advocacy and communication objectives, • Maintains/updates the Cox's Bazar sub-office's online communication channels, including the country office's website as well as social media platforms; Monitors press coverage of UNFPA work and ICPD issues and contributes press clippings to the weekly regional media monitoring report. • Maintaining media events calendar, ensuring timely preparation of promotional activities, • Negotiating and purchasing communication related series and materials along with Operations and Procurement department, ensuring most cost effective options are explored. Following up on the production of advocacy and communication materials (e.g., films, videos, audio-visuals, etc.), and overseeing the
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	<p>qualitative aspects of production, (e.g., quality control, translations, reviews of layout, graphic design and printing,</p> <ul style="list-style-type: none"> • Assisting with representing Cox's Bazar sub-office at press and other events, play a moderating role as required and providing logistical and technical support as required; • Assisting in conducting of joint events and initiatives in collaboration with the UN Communications Group, National Communication working Group, ISCG; • Acts as a communications focal point in case of humanitarian emergency with the following roles: <ul style="list-style-type: none"> - Leads the work of journalist/photographer (when applicable) - Assists in drafting fast, interesting, high-quality and accurate articles and images from the ground. In particular, human interest stories - Works with the CO and RO to disseminate content through social networks - Participates in the work of the National Communications working Group, ISCG; • Performs other relevant duties and assist with other communications tasks as required.
Duration and working schedule:	Initial consultancy will be for 6 months with possibilities of extension, the consultant is required to work full time (5 days per week).
Place where services are to be delivered:	UNFPA Cox's Bazar Sub-office and a variety of field locations
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The consultant will work under the direct guidance of the Communications Analyst, Cox's Bazar, Head of Sub Office and will deliver services as directed by her/him, in electronic and hard copy as required.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will work closely with the Communications Analyst in carrying out the duties detailed above and will provide weekly updates on progress and challenges. S/he will also provide written monthly updates to the Communications Analyst via e-mail, highlighting overall achievements and any bottlenecks/challenges in implementing the work plan.




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Supervisory arrangements:	The consultant will work under the direct supervision of the Communications Analyst to carry out the activities mentioned above. S/he will be supported by the Communication, GBV, SRH and A&Y units in Cox's Bazar and Dhaka, as and when necessary and will have to work in close collaboration with all colleagues in the Cox's Bazar Office as well as Dhaka Office.
Expected travel:	Frequent travel to camps 2-4 days per week
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> - Bachelor Degree in Communication, Marketing, Journalism, Media Studies, Public Relation, Visual Communication, and/or a related Social Sciences subject. - Minimum of three years of field level experiences in photography, collecting stories, content development and for social media, video editing, graphic designing and other communication work related to humanitarian and development aspects. - An understanding of the Rohingya political context, and experience working with the Rohingya population in Bangladesh. - Ability to speak Bangla, Chittagonian language or Rohingya would be a highly valuable asset; must be fluent in English speaking and writing. - Experience in video production, editing and photography. - Demonstrated team player in an international team environment.
Inputs service to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<ul style="list-style-type: none"> • Office space will be provided. • Transportation will be provided only during work related travel. • In case of any travel outside of working area DSA will be paid as per organization policy. • The consultant will be responsible for arranging his/her own computer and other working aid equipment. Will be allowed to use the communication team's properties in order to complete tasks.



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Payment Instruction:	The consultant will be paid on a monthly basis, upon submission of written and signed attendance schedule and details of the work progress made.
Level of the Consultant:	Commensurable to the qualification and experience of the selected Consultant as per the IC guideline.
Other relevant information or special conditions, if any:	<ul style="list-style-type: none"> Any products resulting from this consultancy will be treated as UNFPA property. The title right, copyright and other rights of whatsoever nature in any material produced under the provision of the consultancy shall be vested exclusively with UNFPA. The products, tools, report or documents or any part, cannot be sold, used, or reproduced in any manner without the prior written approval of UNFPA. Working arrangement will be 40 hours/week
COA	<p>USB01/Hum-Posts/BGD10OPS/PU0074 (Until 31 December 2022)</p> <p>UAE01/Hum-Posts/BGD10OPS/PU0074 (January-February 2023)</p>
How to Apply	<ul style="list-style-type: none"> Applicants with the required qualifications and experience stated above Required expertise, qualifications and competencies, including language requirements) should submit a copy of curriculum vitae (CV), a cover letter and contact information of three references. Please Send your application electronically to dedicated email inbox of: kpalma@unfpa.org <p>Note: Only those candidates in who meet all qualifications and experience will be contacted for further consideration. Kindly note that incomplete applications will be automatically disqualified.</p> <p>Female candidates are encouraged to apply</p> <p>The application deadline is (1 week from the date of posting).</p>
<p>Name and Signature of Requesting Officer in Hiring Office:</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>DocuSigned by:</p>  <p>A4C0623D205F475...</p> </div> <div style="text-align: right;"> <p>11-Aug-2022</p> </div> </div>	

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Ms. Farjana Sultana, Communications Analyst, UNFPA Cox's Bazar Sub-office, Bangladesh

Endorsed by

DocuSigned by:

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11-Aug-2022

Kishor George Palma, Administrative Associate, UNFPA Cox's Bazar sub-office, Bangladesh

Endorsed by

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11-Aug-2022

Peter Matinga Nkhoma, International Operations Manager, UNFPA Country office

Endorsed by

DocuSigned by:

A handwritten signature in blue ink, appearing to read 'Roselidah Raphael'.

11-Aug-2022

Roselidah Raphael: Head of sub office, UNFPA Cox's Bazar Sub- office, Bangladesh

Approved by

DocuSigned by:

A handwritten signature in black ink, appearing to read 'Kristine Blokhuis'.

11-Aug-2022

Kristine Blokhuis, Country Representative, UNFPA Bangladesh