



TERMS OF REFERENCE for Individual Consultant (National) – Documentation and Communication Associate (SRH Unit)

Hiring Office:	UNFPA Bangladesh Country Office
Purpose of consultancy:	<p>UNFPA is implementing a Health and Gender Support Project (HGSP) in Cox’s Bazar. The project objectives are to strengthen integrated sexual and reproductive health and rights (SRHR) and gender-based violence (GBV) prevention and response services and information for the host communities and the displaced Rohingya population in Cox's Bazar district. The project is part of the Government’s Operational Plan (OP) on Health and Gender Support in Cox’s Bazar District under the 4th Health, Population and Nutrition Sector Programme (4th HPNSP) of the Ministry of Health and Family Welfare. Some of the technical and financial assistance will focus on improving access to and utilization of integrated SRHR and GBV prevention and response services in the district, Upazila, union and community levels. Health Sector Response to GBV is also an intervention area of the HGSP.</p> <p>The purpose of this consultancy is to assist communication and documentation related activities of the SRHR and GBV units to highlight and showcase the HGS project’s key interventions, events, case studies, success stories, best practices, lessons learnt, etc. The products, to be developed by the consultant, will depict how different thematic interventions are helping shape and improve the current status of the communities, while explaining the role of multi-level stakeholders, including the government, UNFPA, other sister UN agencies and World Bank in the transformation that is taking place under this intervention. The person will work closely with HGSP SRH Coordinator, GBV specialist, NPO (Communications) and programme focal of both SRH and Gender units.</p> <p>The selected candidate will visit project beneficiaries, stakeholders and implementation areas to collect data (information, photos and videos) and relevant information on integrated SRHR and GBV issues and community engagements under HGSP interventions for internal documentation and wider dissemination with stakeholders.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The Documentation and Communication Associate (IC) will undertake the following tasks for HGSP and other projects under SRHR Unit:</p> <ul style="list-style-type: none"> ● Develop high-quality success stories, brief write up or case studies of key interventions in English Language <ul style="list-style-type: none"> ○ Prepare layout and format publications, newsletters, brochures, posters, bookmarks, websites, e-newsletters and other printed and web-based communications materials ○ Design and create illustration, art-work, charts and other graphic / infographics elements for communication and promotional materials such as brochure, fact sheet ○ Carry out custom photo editing (restoration, noise reduction, tonal adjustment) ● Shoot high quality professional photos and videos <ul style="list-style-type: none"> ○ Develop high quality photo documentary/ries ● Develop high quality short (max 1.5 minutes) videos on various aspects of HGSP, both on supply and demand side ● Prepare draft content for UNFPA social media channels: Facebook, Twitter, Instagram <ul style="list-style-type: none"> ○ Ensure post descriptions are drafted in English and Bangla and pre-approved. ● Deliverables (as per UNFPA and donor guidelines) <ul style="list-style-type: none"> ○ Word versions and web-ready and/or print-ready versions of stories, case studies and write up ○ Need-based creative graphic and technical materials/solutions (including infographics) for print and electronic media and web-based and animated presentations ○ High quality and professional-grade photos / theme-based photo documentaries ○ High-quality animation videos

	<ul style="list-style-type: none"> ○ High quality short theme-based videos ○ Social media contents – English and Bangla
Duration and working schedule:	This consultant will be hired for eleven (11) months from the date of recruitment.
Place where services are to be delivered:	UNFPA Bangladesh Country Office
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> ● Monthly summary activity report (based on the agreed quarterly activity plan) will be submitted by the incumbent and will be reviewed by the supervisor ● Each monthly payment will be based on the submission of monthly summary report
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Quarterly activity plan segregated by month will be developed in / by the last week of the ongoing quarter for the next quarter in consultation with the Supervisor, SRH Coordinator / Specialist, Communications Officer and Chief of Health.</p> <p>The supervisor will review the progress as per the approved quarterly / monthly plan.</p>
Supervisory arrangements:	Consultant will be directly reporting to SRH coordinator/SRH Specialist and closely work with GBV specialist, CO Communications Officer under the overall supervision of the Chief of Health.
Expected travel:	The field travel will be arranged by the UNFPA country office, including ticket and DSA as per UNFPA policy. Travel will depend on the ongoing restriction of travel and requirement.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> ● Masters in Development/Media Communication, Journalism, English, Public Relations or any related subjects; ● Minimum 2 years of experience in human story writing, developing audiovisual materials, video, photography, newsletters and infographics, etc. related to development work; ● Knowledge and experience in the field of online communications, web-page publishing, and social media management; ● Excellent video production and photography skills, including special effects, graphic design skills, and good knowledge of social media and web skills; ● Experience working in a multicultural and virtual environment; ● Demonstrated team player in an international team environment; ● Fluency in written and spoken English is essential; ● Knowledge and expertise in UNFPA mandate areas is a distinct advantage.
Inputs / services to be provided by UNFPA or implementing partner (erg support services, office space, equipment), if applicable:	The consultant will be responsible for arranging his/her own computer and other working aid equipment. S/he will be working remotely until the in-person work starts and therefore should have good access to the internet and modern communication methods. When in-person work in the office is announced, the consultant will come to the office and fix the office time in consultation with the supervisor. She/he could be sitting in the UNFPA office as feasible.
Other relevant information or special conditions, if any:	<p>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.</p> <p>The products, tools, reports or documents or any part, cannot be sold, used, or reproduced in any manner without the prior written approval of UNFPA.</p>
Payment Instruction:	The consultant will be paid on a monthly basis subject to submission of his/her monthly report.
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:	Working arrangement will be 40 hours/week
<p>Application instruction: Applicants with the required qualifications and experience stated above (required expertise, qualifications and competencies, including language requirements) should submit a copy of the curriculum vitae (CV) with a cover letter. Please send your application electronically to dedicated email addresses of: unfpabangladesh@unfpa.org and mbhuiyan@unfpa.org Note: Only those candidates who meet all qualifications and experience will be contacted for further consideration. Female candidates are encouraged to apply. The application deadline is 21 March</p>	