



We are pleased to announce the following vacancy:

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| VACANCY NO: | VA JID 2402 |
| CLOSING DATE: | The closing date is Sunday, 04 February 2024, at 17:00 hours Bangkok time |
| POST TITLE: | Humanitarian Communications Consultant (Retainer Contract) |
| CATEGORY: | Individual Consultant contract |
| DUTY STATION: | Homebased. Mission travel may be required. |
| DURATION: | February to 31 December 2024 |

Purpose of consultancy:

The consultant will work closely with UNFPA APRO's Humanitarian Team and Communications Team to support the development of multimedia communications products, social media content, and other documentation covering APRO's various initiatives on humanitarian action and the 30th anniversary of the International Conference on Population and Development (ICPD@30).

Scope of work:

APRO is seeking a consultant to produce communications and advocacy materials to showcase UNFPA's humanitarian preparedness and response work, focusing on the achievements of the Regional Prepositioning Initiative, as well as its good practices in Asia and the Pacific relating to UNFPA-mandated issues and emerging work on the climate crisis.

Key deliverables expected under the 2024 contract include multimedia content (including video / online / social media), human interest stories, and publications that aim to:

- Raise awareness, among key target audiences, that investing in sexual and reproductive health and rights (SRHR) and gender-based violence (GBV) services in emergency preparedness and response are crucial and life-saving.
- Advocate for the increased prioritisation of SRHR and GBV in emergencies and the importance of building resilience, including climate resilient health systems, with partner governments and officials, donors, and other partners and stakeholders.
- Demonstrate the value and impact investment in UNFPA's work in humanitarian across preparedness and response, including the Regional Prepositioning Initiative, and in sharing good practices.
- Increase visibility of UNFPA's humanitarian work and humanitarian and development partnerships.
- Support the UNFPA APRO Humanitarian and Communications teams in delivery of the regional advocacy campaign (2024) on the climate crisis to generate a call to action for increased investments in SRHR and GBV.

Background:

Asia and the Pacific is the most disaster-prone region in the world and faces on average 154 disasters annually. During the past five years, an estimated 690 million people across the region have been affected by disasters. The region faces a number of conflicts and protracted emergencies resulting in large refugee and displaced populations. With women and girls disproportionately bearing the impact of disasters and conflicts, UNFPA provides life-saving SRH assistance and prevents, mitigates and responds to GBV. UNFPA works with partners across the humanitarian-development-peace continuum so that every woman and girl affected by an emergency or crisis gets the protection and services she needs for her health and dignity. With a focus on preparedness, disaster risk reduction, strengthening humanitarian partnership, innovation, and building resilience of health systems and communities, UNFPA aims to fulfil the commitments made at the 2016 World Humanitarian Summit and to contribute to the achievements of the



Sustainable Development Goals (2030 Agenda) through the acceleration of the landmark ICPD Programme of Action that serves as the foundation of all that UNFPA does.

With the development of the UNFPA Asia Pacific Climate Change Operational Guidance, there is an urgent need to strongly integrate climate change into our agenda and to accelerate communication efforts to enhance advocacy and partnerships. Given the importance of climate change and the increasing frequency and intensity of hazards and disasters in Asia and the Pacific, APRO will continue to deliver the regional advocacy campaign 'Dignity an Disasters' in partnership with DFAT to raise awareness on these issues and call for increased investments by governments and partners.

Additionally, the year 2024 marks the 30th anniversary of the International Conference on Population and Development, which is a key advocacy opportunity for UNFPA Asia-Pacific to raise awareness on the relevance and importance of its mandate across the region.

To increase readership / viewership of and engagement with this content both internally and externally, a series of compelling communications materials will be developed. These materials will continue to be shared on the UNFPA Asia and the Pacific website, UNFPA social media channels, internal Asia Pacific Humanitarian Community Site, internal global platform myUNFPA, and the UNESCAP-run Asia and the Pacific SDG Helpdesk.

Key deliverables:

By the end of the consultancy, it is expected that the consultant will deliver:

Humanitarian Preparedness and Response

- A video featuring key achievements and lessons learned under the Regional Prepositioning Initiative Phase 3;
- At least 20 social media cards, for example pictographs, infographics, or video snippets that can be used and adapted to mark relevant international days throughout 2024, including World Humanitarian Day, Menstrual Hygiene Day, International Transgender Day of Visibility, International Day of the Elimination of Violence against Women, and International Day of Persons with Disabilities.
- Delivery of the regional advocacy campaign on the climate crisis and follow up activities in Bangladesh, Fiji and Indonesia, including development of content and messaging.
- A multimedia publication / package of the Asia Pacific Climate Change Operational Guidance - including design and layout of the guidance, photo essays, and social media cards.
- Preparing materials for in-person capacity building workshops on disaster risk reduction and resilience as well as accountability to affected populations.
- Communications, advocacy, and fundraising products for large scale humanitarian crises.
- Documenting inclusion work in the Pacific, including the process to customize Dignity Kits for people of diverse SOGIESC.
- Documenting good practices in Government prepositioning practices of SRH and GBV supplies in the Philippines and Indonesia.
- Developing a MISP champions package documenting outcomes of the MISP, including but not limited to MISP Readiness Assessments undertaken in the Pacific and Bangladesh and customization of supplies.
- Photo and video mission to the Philippines to document humanitarian responses and to build humanitarian communications capacity of UNFPA staff; and
- Layout and design of the Asia Pacific Adolescents and Youth in Emergencies Toolkit.

UNFPA Asia and the Pacific Communications

- A campaign celebrating mothers in the month of May, incorporating Int'l Day of the Midwife (5 May) and Mother's Day (14 May), and highlighting the challenges mothers face on Int'l Day of Ending Obstetric Fistula (23 May)
- Editing and proof-reading of human-interest stories received from Country Offices



- Providing video-editing and graphic design support in developing social media content
- Providing support in communications around the Regional Director's missions and engagements on the field and with key partners

The specific deliverables will be developed in discussion with the identified consultant and may change depending on the programmatic needs. The actual number of days per payment instalment will be certified by the APRO Humanitarian Team and the Communications Team as per deliverables submitted.

Duration and working schedule:

February to December 2024

The retainer contract will be valid between the first week of February and 31 December 2024 and will include up to 90 work days.

- 70 work days for Humanitarian Team (60 days AUB15, 10 days FPA80)
- 20 work days for Communications Team (FPA80)

Place where services are to be delivered: Home-based with possibility for mission travel COVID-19 permitting.

Delivery dates and how work will be delivered:

All work will be submitted electronically as it is produced, with revisions made based on feedback prior to final acceptance.

Total expected number of workdays: 90 days, broken down as below:

- a) Expected 70 workdays from APRO Humanitarian Team (60 days AUB15, 10 days FPA80)
- b) Expected 20 workdays from APRO Communications Team FPA80

Monitoring and progress control:

While some of the deliverables are identified in advance, others are identified on an as-needed basis. A work plan/delivery monitoring schedule will be determined by UNFPA APRO and the consultant at the very outset of the consultancy. A tracking sheet will be used to note progress against the ToR deliverables and deadlines.

Supervisory arrangements:

The consultant will report to the UNFPA APRO Humanitarian Advisor in close coordination with the UNFPA APRO Humanitarian Project Coordinator, the UNFPA APRO Communications Advisor, and the UNFPA APRO Communications & Resource Mobilization Specialist.

Expected travel:

The assignment is home-based with possibility for mission travel contingent upon COVID-19 travel restrictions.

Required expertise, qualifications, and competencies, including language requirements:

Education:

Master's degree or higher in communications, international affairs, journalism, or other related field.

Knowledge and experience:

- Minimum of 5 years of relevant professional experience including proven multimedia communications ability and experience in humanitarian communications work;
- Understanding of UNFPA's mandate and humanitarian work;
- Field experience in humanitarian communications is desirable, including experience in humanitarian communications surge deployment;
- Captivating storytelling ability and excellent design and multimedia skills, including the use of sophisticated design and multimedia software;
- Demonstrated written and visual communication skills, and a strong creative portfolio that shows a clear and mature style of communications and multimedia skills;



- Experience working for the UN is preferred;
- Experience developing climate change related communications products is an asset;
- Follow UNFPA's principles for ethical storytelling;
- Ability to work under demanding deadlines within a fast-paced environment and adjust priorities to meet evolving deadlines;
- Exceptional interpersonal, communication and listening skills with the ability to work collaboratively; and
- Independent and self-motivated.

Language:
Fluency in English is essential.

How to apply:

Candidates should submit the following documents:

- CV (please provide information about education and work experience in details)
- Motivation Letter

All the above documents must be sent by e-mail to vac-robangkok@unfpa.org.

Please quote the Vacancy number JID 2402 UNFPA APRO. The deadline for application is 04 February 2024 at 17:00 hours, Bangkok time.

UNFPA will only be able to respond to those applications in whom UNFPA has a further interest.

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

Issue date: 29 January 2024