

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS
NATIONAL COMMUNICATION CONSULTANT

1. **Background:** UNICEF Mongolia's Communication Team is responsible for the organization's external communication and advocacy work in the country. A wide range of communication assets and materials are produced regularly to support public advocacy, awareness raising and behavior changing efforts on priority issues that affect the lives of children in Mongolia and distributed via various communication platforms including traditional and social media. The Communication section works closely with programme teams in the office to communicate with media, the public, and donors on UNICEF's work and advocate for a wide range of issues affecting Mongolian children.
2. **Purpose of Assignment:**
The consultant is to provide support to communication and advocacy efforts of the office by producing high quality written and visual assets and help distribute them via external and internal channels.
3. **Scope of Work:**

The consultant will work under the supervision of the Communication Specialist, and in close collaboration with other team members in a strategic and supportive role to produce high quality communications products, writing pieces and social media assets and activities to support UNICEF programme priority areas and achieve results for children.
4. **Programme Area and Specific Project Involved:**
Immunization (COVID-19)
Mental Health
Learning crisis
Climate action and WASH
Nutrition
5. **Contract duration (start and end date):**

14 June 2021 to 27 May 2022 (11.5 months)
6. **Type of engagement: Full time.** Consultant will be eligible for 1.5 days paid time off (PTO) per month. During COVID-19 pandemic, specific internal procedures including COVID-19 care pathway will apply in addition to the Mongolian Government policies and measures.
7. **Deliverables, Timeframe and Payment Schedule:**

The consultant would be paid on a monthly basis to complete the assignments outlined in the work assignment. There will be a monthly report prepared and submitted by the consultant of the activities performed and results achieved, according to the preliminary key tasks and deliverables and outputs outlined in the work assignment.

Deliverables:

- Collect inputs from relevant colleagues and draft a situational report on COVID-19
- Collect and write a human-interest stories, case studies and blogs for programme areas in both English and Mongolian to highlight impact and achievements of UNICEF activities
- Write interviews with each of Programme staff for 'Faces of UNICEF' content in both English and Mongolian

Support publishing the stories via different internal and external platforms including UNICEF Mongolia social media and website, UNICEF global website and social media, internal platforms

8. Project Management:

Direct supervisor: Communication Specialist

Frequency of performance review: Monthly

9. Qualifications and requirements:

- Advanced university degree in Communication, Journalism, Public Relations.
- Three years of progressively responsible and relevant professional work experience in communication, print, broadcast or digital media
- Good knowledge of social media platforms and analytics tools
- Superb writing skills in both Mongolian and English.
- Previous experience at UN agencies would be an asset.

Nature of 'Penalty Clause' to be Stipulated in Contract:

UNICEF reserves the right to withhold the consultancy fee (up to 30%) in the case that the deliverables are not submitted on schedule or do not meet the required standard. Copyright and ownership of all documents produced will remain with UNICEF.

Note: 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.

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