|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** International communication Consultant | | **WBS/Funding Reference/Activity/IR** | | | **Type of engagement**  Consultant  Individual Contractor | | | | **Workplace of Consultant:**  Dhaka, Bangladesh |
| **Grant:** | | | **GL Account:** | | | | **Fund ID:** | | |
|  | | | *Enter GL Account Code* | | | |  | | |
| **Background:**  UNICEF works in 190 countries and territories to protect the rights of every child. UNICEF has spent 75 years working to improve the lives of children and their families. Defending children's rights throughout their lives requires a global presence, aiming to produce results and understand their effects. UNICEF believes all children have a right to survive, thrive and fulfill their potential – to the benefit of a better world.  The UNICEF Bangladesh Communication Section is supporting a wide-range of project-based communication activities related to vulnerable adolescents. In addition, due to the ongoing COVID-19 crisis, there is an increased demand to produce materials and conduct activities in the area of communication and advocacy related to the knock-on effects of the pandemic on children. These project based and pandemic-related demands will be met with the support of an international communication consultancy.  **Purpose of Activity/Assignment:**  Under the general guidance of the Chief of Communication and under the supervision of the Communication Specialist, the full-time Communication Consultant will be responsible for developing, writing, editing and/or coordinating a wide range of communication activities/content, including stories, press releases, statements, media lines, speeches, advocacy products, and internal material/outputs. | | | | | | | | | |
| **Budget Year** 2022/2023 | **Requesting Section/Issuing Office:** Communication Section | | | | **Reasons why consultancy cannot be done by staff:** The increased demands in the background and purpose cannot be met within the exiting staff capacity. | | | | |
| **Included in Annual/Rolling Workplan***:*  Yes  No, please justify: | | | | | | | | | |
| **Consultant sourcing:**  National  International  Both  **Consultant selection method:**  Competitive Selection (Roster)  Competitive Selection (Advertisement/Desk Review/Interview)  Single Sourcing (exceptional, only in emergency situations, approval by Head of Office required) | | | | | | | | | |
| **Name (in case of single sourcing/extension)** | | | | **Justification or Refer to NFR (in case of single sourcing/extension)** | | | | | |
| **Supervisor:**  Communication Specialist | | | | **Start Date:** June 2022 | | **End Date:** May 2023 | | **Number of Days (working)** 242 days over a period of 11 months | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Assignment Overview** | | | |
| **Tasks/Milestone:** | **Deliverables/Outputs:** | **Timeline** | **Estimated Budget** |
| Develop and implement/produce strategic approaches, products and outputs in support of the country office’s communication and advocacy, including:  Develop, write and adapt press releases, statements, key messages, speeches, media lines etc.  Develop, write and editorially support external communication material such as stories, publications, advocacy briefs, campaigns etc.  Develop, write and editorially support internal material such as reporting, humanitarian updates, TORs, SOPs, strategies, plans, presentations, documentation, meeting notes etc.  Contribute significantly to Section issue/problem analysis and solutions implementation.  Support proactive and reactive media relations, such as requests for information and interviews, and developing/pitching story ideas.  Support media monitoring analysis and service provider communication.  Contribute significantly to sudden onset emergency communication. |  | 11 months |  |
| - Consultant is deliverables based and requires core hours attendance. The consultant is expected to work all workdays during the consultancy period.  - Delivery and attendance to be captured in a detailed monthly report. Payment will be made as an agreed monthly all-inclusive fee upon presentation of an invoice detailing delivered services and days worked in the invoice period. | | | |
| **Terms of payment** | Payment, upon completion of each deliverable according to schedule.  Payment, upon completion of agreed deliverables at the end of each monthly period.  Fee advance, percentage (up to 10 % of total fee) | | |

|  |  |
| --- | --- |
| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** |
| Bachelors  Masters  PhD  Other  Degree in communication, journalism, development, or social sciences, with extensive relevant experience. | * Excellent English writing and editing skills. * Minimum 5 years of experience in journalism, communication, writing/editing or related. * Detail-oriented and organized. * Ability to work efficiently under tight deadlines. * Experience in development essential with field experience an asset. * UNICEF and/or UN experience an asset. |
|  |  |
| **Administrative details:**  Visa assistance required:  Transportation arranged by the office: | Home Based  Office Based:  If office based, seating arrangement identified:  IT and Communication equipment required:  Internet access required: |
| **Request Authorised by Section Head** | **Request Verified by HR:** |
| *Endorsement of Representative*    *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Sheldon Yett, Country Representative | |
|  | | |
|  | | |

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

**Child Safeguarding Certification**

**(to be completed by Supervisor of the post)**

[**Child Safeguarding**](https://unicef.sharepoint.com/teams/DHR-TalentAcquisition/DocumentLibrary1/Forms/AllItems.aspx?id=/teams/DHR-TalentAcquisition/DocumentLibrary1/Child%20Safeguarding%20Risk%20Roles%20Assessment_finalversion.pdf&parent=/teams/DHR-TalentAcquisition/DocumentLibrary1) refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

|  |  |
| --- | --- |
| 1.Is this position considered as "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below. | Yes  No |
| 2a. Is this a Direct\* contact role?  2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.  *\*“Direct” contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.* | Yes  No  Yes  No |
| 3a. Is this a Child data role? \*:  3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)  *\* “Personally-identifiable information”, in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a “child data role”.* | Yes  No  Yes  No |
| 4. Is this a Safeguarding response role\*  *\*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations* | Yes  No |
| 5. Is this an Assessed risk role\*?  *\*The incumbent will engage with particularly vulnerable children[[1]](#footnote-1); or Measures to manage other safeguarding risks are considered unlikely to be effective[[2]](#footnote-2).* | Yes  No |

1. Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No ‘baseline’ vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training). [↑](#footnote-ref-1)
2. i.e. the role-risk will be compounded by other residual risks. [↑](#footnote-ref-2)