

Requesting Section: C4D Unit
Programme Area and Specific Project involved: Cross sectoral/C4D DRR

Purpose of Assignment:

To provide technical in-country support for ongoing Communication for Development/Risk Communication initiatives, for COVID-19 preparedness and response based in Samoa and Tonga respectively.

Background:

The Pacific is considered one epidemiological region comprising relatively small populations where large segments of the population travel between countries and these movements from country to country are frequent. The probability of spread to other countries is very high because of the inherent social and economic interconnectivity amongst the Pacific countries, including countries with ongoing outbreaks like New Zealand. Global epidemics are a current threat to fragile Pacific Island Countries, especially those with compromised immunization coverage in addition to most at risk populations with compromised immune systems (persons living with HIV, cancer, elder people, etc.). In addition, high risk for cyclones and water stress situations are recurrent in the Pacific, affecting vulnerable populations and triggering conditions for disease outbreaks, further threatening the lives of most at risk groups, especially children.

As of 30 December, four (4) countries have declared a measles outbreak in the Pacific: American Samoa, Samoa, Tonga and Fiji. For instance, in Samoa, the Government reported 5,675 cases and 81 deaths. Some 90% of the fatalities are children under 5 years old. On 30 January 2020, WHO announced that the COVID-19 outbreak was a Public Health Emergency of International Concern and on 11 March WHO described the COVID-19 situation as a pandemic. As of 14 March 2020, cases of COVID-19 have been reported in 136 countries. Several countries have demonstrated that COVID-19 transmission from one person to another can be slowed or stopped.

In line with WHO's guidelines provided for "Critical preparedness, readiness and response actions" Risk Communications is a critical and substantial component across all potential transmission scenarios. This outlines the need to "Educate and actively communicate with the public through risk communication and community engagement." UNICEF together with WHO and key partners have been providing ongoing support to Pacific Island Countries (PICs) in strengthening the capacities of Ministries of Health for risk communications for COVID-19 preparedness and response. With more than 179,000 confirmed cases worldwide as of March 17, 2020 and 7426 deaths, the need to also monitor and support countries in close coordination with WHO and key partners, with countries' preparedness measures relative to risk communications is also critical as the situation evolves globally and regionally in the Pacific. This assignment for deployment to Samoa and Tonga, is therefore essential in supporting ongoing UNICEF's Pacific regional risk communication efforts in these countries in ensuring a continuous, coordinated, cohesive and strategic response to outbreak preparedness and response measures specifically for, but not limited to, COVID-19.

Objectives of the assignment:

The consultant will be responsible for the following specifically to Samoa and Tonga (with possible missions to other Pacific Island Countries): -

- Coordinate UNICEF Pacific's risk communication activities in Samoa and Tonga, including internal and external planning, monitoring and reporting requirements
- Provide technical C4D/Risk communications support for outbreak preparedness and response initiatives specifically for, but not limited to, COVID-19

Work Schedule:

The timeline for this assignment is for a minimum of 6 months for approx. 126 billable days with the possibility of extension. A tentative timeline is attached. Some activities/tasks may take longer than anticipated. If additional time is needed, this must be discussed and agreed to before the contract can be amended accordingly with prior approval from UNICEF.

Scope of Work/ Work Assignments:

The communication consultant will be deployed as part of a **UNICEF Pacific Multi-Country C4D/Risk Communications Team**. The consultant will support C4D/Risk Communication activities for ongoing outbreak preparedness and response supported by UNICEF. This is critical in ensuring a continuous, coordinated, cohesive and strategic response to outbreak preparedness and response measures specifically for, but not limited to, COVID-19. The consultant's support will ensure that the response is:

- Aligned with the government/Ministry of Health (MOH) plans and strategies.

- Aligned with the updated outbreak response SOPs and carried out optimally.
- Report to Suva MCO on progress, achievements, and where additional assistance is required.

The consultant will be responsible for the following: -

- Develop an approved and costed work plan and travel plan for the duration of the mission in consultation with the Suva-based C4D Unit
- Review and costing of existing risk communication action plans and resources in consultation with UNICEF and WHO in support of relevant Ministry of Health counterparts
- Support content and multi-media materials development and rollout as needed to support relevant C4D/Risk communications activities in collaboration with WHO and in consultation with MOH
- Support monitoring (including community feedback, media and social media monitoring) and reporting of ongoing implementation of C4D/Risk communication activities
- Provide technical C4D/Risk Communications guidance and support coordination and representation of UNICEF to national task forces with partners in Samoa and Tonga as required, for national and sub-national coordination
- Support content and multi-media materials development and rollout as needed to support relevant C4D/Risk communications activities in coordination with WHO and in consultation with respective UNICEF Risk Communication focal points and MOH counterparts in-country as and when needed
- Providing content to the Communications Unit for external communications and social media including, but not limited to, stories from the field, best practices, human interest stories.
- At the end of each country-based mission, the consultant will develop a country mission report and handover notes including key recommendations for MOH and UNICEF
- Conduct in-country capacity building training workshops on C4D/Risk Communication for MOH and key partners in coordination with WHO
- Produce weekly updates as well as month-end consultancy reports
- Provide any other C4D support or respond to emergent needs as requested and agreed to by the Suva-based C4D Unit during the term of this assignment

Deliverables Schedule

Upon satisfactory delivery of the deliverables as per the table below.

| Payments | Deliverables |
|------------|--|
| 1. Month 1 | <p>Upon satisfactory submission of: -</p> <ul style="list-style-type: none"> • An approved workplan (and travel plan if needed) as well as a detailed and updated analysis on the situation in-country including, but not limited to, COVID-19 • A draft agenda and workshop planning in consultation with UNICEF, MOH and WHO for the proposed Risk Communications Refresher training workshop • Month-end consultancy report for Month 1 including any relevant coordination meeting minutes, reports, communication outcomes, key priorities and challenges, etc. relevant to risk communications |
| 2. Month 2 | <p>Upon satisfactory submission of:</p> <ul style="list-style-type: none"> • A 4Ws mapping of implementing partners at community level (interpersonal communication for immunization) and potential existing community networks • A capacity needs assessment report to inform the Risk Communication refresher training workshop • An updated detailed implementation and monitoring report for COVID-19 and other relevant risk communication activities in Samoa and Tonga • A draft catalogue and stock take of existing immunization C4D/Risk Communication key messages, content and multi-media products developed for or relating to COVID-19, in support of MOH • Month-end consultancy report for Month 1 including any relevant coordination meeting minutes, reports, communication outcomes, key priorities and challenges, etc. relevant to risk communications |
| 3. Month 3 | <p>Upon satisfactory submission of:</p> <ul style="list-style-type: none"> • A finalized catalogue and stock take of existing immunization C4D/Risk Communication key messages, content and multi-media products developed for or relating to COVID-19, in support of MOH • A Risk Communication refresher training workshop report • An updated detailed implementation and monitoring report for COVID-19 and other relevant risk communication activities in Samoa and Tonga • Month-end consultancy report for Month 1 including any relevant coordination meeting minutes, reports, communication outcomes, key priorities and challenges, etc. relevant to risk communications |
| 4. Month 4 | <p>Upon satisfactory submission of:</p> <ul style="list-style-type: none"> • A finalized catalogue and stock take of existing immunization C4D/Risk Communication key messages, content and multi-media products developed for or relating to COVID-19, in support of MOH • A Risk Communication refresher training workshop report • An updated detailed implementation and monitoring report for COVID-19 and other relevant risk communication activities in Samoa and Tonga |

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| | <ul style="list-style-type: none"> Month-end consultancy report for Month 1 including any relevant coordination meeting minutes, reports, communication outcomes, key priorities and challenges, etc. relevant to risk communications |
| 5. Month 5 | <p>Upon satisfactory submission of:</p> <ul style="list-style-type: none"> A finalized catalogue and stock take of existing immunization C4D/Risk Communication key messages, content and multi-media products developed for or relating to COVID-19, in support of MOH A Risk Communication refresher training workshop report An updated detailed implementation and monitoring report for COVID-19 and other relevant risk communication activities in Samoa and Tonga Month-end consultancy report for Month 1 including any relevant coordination meeting minutes, reports, communication outcomes, key priorities and challenges, etc. relevant to risk communications |
| 6. Month 6 | <p>Upon satisfactory submission of:</p> <ul style="list-style-type: none"> A revised/updated communications action plan of key C4D/Risk Communications priorities for Samoa and Tonga A detailed final and approved implementation and monitoring report for COVID-19 and other relevant risk communication activities in Samoa and Tonga Month-end consultancy report for Month 6 including any relevant coordination meeting minutes, reports, communication outcomes, key priorities and challenges, etc. relevant to risk communications A final debriefs and in-country mission report and handover note inclusive of key recommendations for UNICEF at the end of the assignment |

Type of Supervision that will be provided:

The primary supervisor of the contract will be the Suva-based C4D Specialist or his/her OIC, UNICEF Pacific providing either/both in-country technical supervision and/or remote support from the UNICEF Pacific Suva Office as needed. The secondary supervisor providing specific technical guidance will be the relevant UNICEF Health Specialist(s) in-country or as otherwise designated by the Chief of the Health and Nutrition Programme from Suva.

Consultant's work plan and official travel involved:

The consultant will be expected to provide in-country technical risk communications support with a possibility of travel to additional Pacific countries as needed, particularly for outbreak countries and countries that are undergoing their SIAs and in the context of the nCov developments globally. A travel plan will be developed in close consultation with the C4D Specialist (or OIC) together with the Chief of Health and Nutrition Programme based on requests from governments for risk communications/communication support respectively. Travel costs (excluding living allowance) within the Pacific as agreed with UNICEF will be covered by UNICEF.

Consultant's Work Place:

Consultant will be expected to work from his/her own work place and must have his/her own laptop, internet connection and all relevant equipment to complete the contract assignment. Where necessary, the consultant may seek prior agreement to be based out of UNICEF Field Offices as needed.

Specifications for Equipment

The Consultant is expected to provide his/her own laptop, communication equipment, and relevant resources as well as appropriate and required software for the purpose of this assignment.

Qualifications or Specialized Knowledge/Experience Required:

Preferred Knowledge, Skills and Experience

- Relevant post-graduate qualifications or master's degree in communications, social sciences, or related fields.
- A minimum of 2 - 4 years' experience in C4D and emergencies with either the UN and/or NGOs in Emergencies particularly with regards to disease outbreak responses
- Excellent written and spoken skills in the language of the humanitarian operation and knowledge of another UN language an asset. Fluency in English (verbal and written) is a must.

The tasked consultant must also have:

- A high level of professionalism, diplomacy skills as well as strong organizational and coordination skills
- Strong networking skills and relate well with colleagues and partners
- Proven strong humanitarian experience with excellent attention to detail
- Ability to produce quality work in a fast-paced environment within given deadlines and under high pressure