Chad

|  |
| --- |
| **PART I** |
| **Title of assignment** | Donor Communication and Partnerships Officer/Specialist |
| **Requesting CO/RO section** | Communication Section/Partnerships Unit, UNICEF Chad |
| **Location** | N’Djamena, Chad |
| **Duration**  | 3 months |
| **Ideal assignment dates** | From: February 2019 |

**Background and justification**

The United Nations Children’s Fund (UNICEF) Chad Country Office in N’Djamena seeks a dedicated, experienced and highly motivated Donor Communication and Partnerships Officer for the communications and partnerships teams. Under the supervision of the Chief of Communication, and in close collaboration with the Partnerships Unit, the Donor Communication and Partnerships Officer will ensure appropriate UNICEF visibility, messaging and branding in fundraising and CSR relationships and manage UNICEF’s communication response to donor requests, including management of reputational risk associated with engaging with donors and other partners.

**Scope of work**

1. **Country context**

Chad is facing overlapping crises, including food insecurity, displacement and epidemics. In 2018, an estimated 4.4 million people will require urgent assistance, including 1.6 million who will need safe drinking water and hygiene and sanitation facilities. The nutrition situation is dire; 3.9 per cent of children under five suffer from severe acute malnutrition, up from 2.6 per cent in 2016. Chad hosts refugees from the Central African Republic, Nigeria and the Sudan, as well as returnees from the Central African Republic. These crises are undermining the livelihoods of the internally displaced as a result of the Lake Chad crisis and require support across all sectors, while putting additional strain on already over-stretched host communities. Chad is extremely vulnerable to epidemics, including cholera and measles, due to limited access to basic services and poor hygiene and sanitation practices.

In response, the Government of Chad-UNICEF Country Programme of Cooperation 2017-2021 focuses on child survival and development (CSD) which includes health, nutrition and HIV/AIDS; water, sanitation and hygiene (WASH); inclusive and quality education; child protection; social inclusion; and programme effectiveness. Through a multi-sectoral approach, UNICEF supports Government efforts to improve equitable and sustainable access to quality basic social services while building national capacities.

1. **Goals and objectives**

Under the supervision of the Chief of Communication, and in close coordination with the Partnership Manager, the incumbent of the post will contribute to strengthening UNICEF Chad’s advocacy, communication and fundraising strategies with donors, key influencers and partners to achieve better results for vulnerable children and women in Chad.

Specific objectives :

1. **Resource mobilization**: Global and country-level fundraising activities are supported by the implementation of effective advocacy and communication strategies and activities.
2. **Donor communication strategy**: Strategic direction to media and communication work linked to donors and partnerships is provided, and communication products are produced in a timely manner.
3. **Networking, partnerships and special events**: The country office has a well-maintained and continually developed contact list of individuals, groups, organizations and fora (including Government, members of the National Assembly, UN, civil society and bilateral counterparts), whose support is essential to achieving UNICEF’s advocacy and communication objectives. Effective working relationships with the UN Country Team and the UNCG are developed, maintained and enhanced. The country office has identified a list of key influencers who support UNICEF’s efforts and participate in special events and activities.
4. **Activities and tasks**

Within the delegated authority and the given organizational set-up, the incumbent may be accountable for all or assigned areas of the following major duties and end results.

1. **Resource mobilization support**

Global and country-level fundraising activities are supported by effective advocacy and communication strategy and activities.

* Support media and communication work linked to corporate engagement and donor communication, and optimize opportunities for the country office’s advocacy through creative communication and planning at the start of prospective partnerships or funding opportunities
* Provide support to ensure coherence in messaging and visibility
* Work closely with the communications section and partnerships unit to support the development of editorial content, brochures, photo essays, videos, stories, case studies, etc. for the office’s donor-related activities
* Assist in producing and disseminating materials/content/messages to the UNICEF Regional Office and Department of Communications, NatComs, and the media
* Work with relevant sections to ensure that quality communication and visibility materials (panels, logos, etc.) required by donors are developed and/or distributed as relevant
* Keep up-to-date lists of upcoming donor reports and liaise with the partnerships unit and field offices for visits to intervention sites and collection of communication and visibility materials
* Ensure effective profiling of partners/donors through UNICEF external global channels (website, reports and social media channels).
1. **Donor communication strategy and materials**

Strategic direction to media and communication work linked to donors and partnerships is provided and production of communication products executed on time

* Contribute to develop, maintain and update the 2018 content production and donor visibility plan and provide inputs to donor reports and the emergency situation reports strategy
* Produce advocacy and communication materials (e.g., briefing notes, press releases, fact sheets, newsletters, key messages, media kits, human interest stories, blog posts etc.) following UNICEF editorial guidelines, including engaging multimedia and multiplatform digital packages for millennials, donors and other key audiences
* Liaise with the Regional Office and HQ in order to produce materials that are aligned with regional and global priorities
* Establish or maintain an up-to-date documentation database for communication materials, including publications, press releases and clippings, photographs, audio-visual materials, web resources etc.
* Recommend appropriate information and communication materials for use in media, and other advocacy and communication activities; oversee the appropriateness, quality and dissemination of printed and audio-visual materials
* Recommend established contacts, networks, resources and processes to support communication and advocacy activities
* Assist in monitoring and evaluating key communication performance indicators, as well in data collection for reporting purposes.
1. **Networking, partnerships and special events**

Ensure that the country office has a well-maintained and continually developed contact list of individuals, groups, organizations and fora (including Government, members of the National Assembly, UN, civil society and bilateral counterparts), whose support is essential to/can assist in achieving UNICEF’s advocacy and communication objectives. Engage key influencers in different activities and events to support country programme goals.

* Support strategic partnerships with elected representatives and civil society, including NGOs, faith-based organizations and other partners to impact on overall advocacy for children’s policies to support UNICEF programmes and resources
* Help establish, document, review and refine collaborative work with partners, including meetings, joint projects, information-sharing, etc.
* Ensure or enhance the quality, consistency and appropriateness of country-specific communication materials, activities, processes and messages shared with partners
* Identify opportunities to strengthen partner capacity through appropriate advocacy and communication training, access to information, supplies and equipment and through knowledge sharing.
* Help organize and generate public support for special events and activities to promote country programme goals
* Assist in developing and maintaining close collaboration with groups and organizations whose support is essential to the achievement of advocacy and communication objectives
* Maintain and update celebrity and partner contact lists/database for country office.
* Monitor/document process and effectiveness of working with these individuals/organizations
* Prepare background communication and promotional materials for briefings and visits of media, key influencers, donors, National Committee representatives and other special interest groups. The task includes preparing information packets (e.g., press releases, programme summaries, country fact sheets and media kits), and assisting in planning, logistics and administrative arrangements.
* Responsible for research, analysis and evaluation of data/information to produce situation analysis, reports, and Information/communication materials. Assist in drafting, analyzing and editing articles and human interest stories and other advocacy materials.
* Assist in organizing special events in consultation with government counterparts, communities and partners to support programme delivery.
1. **Work relationships**

The Donor Communication and Partnerships Officer/Specialist will work under the general supervision of the Chief of Communication, and in close coordination with the Partnerships Unit to produce high quality content for donors and contribute to donor reporting. The incumbent will work in close coordination with country office programmes to identify potential stories, and field offices, especially when coordinating media/NatCom/donor visits.

The supervisor will define the parameters of assignments and outline approaches.

1. **Outputs / deliverables**

|  |  |
| --- | --- |
| **Deliverables**  | **Timeframe** |
| Stories and materials to facilitate advocacy and fundraising activities, including global/regional, are identified, produced and shared | Ongoing  |
| Programmes are supported in producing visibility and communication materials (panels, logos, etc.) as required by donors |
| Field visits with donors, NatComs and media supporting UNICEF priorities are organized as required |
| Communication strategies and plans for donor grants are developed and implemented, as necessary, including for EU contributions |
| Ensure effective profiling of partners/donors through UNICEF external global channels (website, reports, and social media channels). |
| Produce and disseminate quality advocacy and communication materials, including multimedia products on key programme priorities, ensuring donor visibility |
| Support strategic partnerships with elected representatives and civil society, including NGOs, faith-based organizations and other partners to impact on overall advocacy for children’s policies to support UNICEF programmes and resources |
| Help establish, document, review and refine the process of working collaboratively with partners, including meetings, joints projects and information-sharing  |

**Desired competencies, technical background and experience**

1. **Qualifications required**
* Master’s degree in Communications, Journalism, Public Relations or related field. A first University Degree with a relevant combination of academic qualifications and a minimum of five years of experience may be accepted in lieu of the Master’s Degree.
1. **Work experience**
* At least two years of relevant work experience in communication, partnership and donor relations, print and broadcast media, or interactive digital media
* International work experience; relevant UN or NGO experience is an asset
* Experience working in emergency context or background/familiarity with emergency situations is an added value
* Strong demonstrated experience in reporting, writing and editing required; proven ability to synthesize and powerfully convey messages and good knowledge and understanding of UNICEF programmatic work and principles will be an advantage
* General ability to draft ideas and concepts, clearly and concisely, in written and oral form; specific skills in writing press releases and articles/stories for traditional and electronic media
* Proven ability to research, analyse, evaluate and synthesize information
* Proven knowledge and ability in photography, videography, video editing and/or writing.
1. **Language**
* Fluency in French and English
* Knowledge of the local working language at the duty station is an asset

**Focal point**

* Cindy Thai Thien Nghia, Chief of Communication OIC, cthaithiennghia@unicef.org
* Hyewon Lee, Partnerships Manager, hlee@unicef.org