|  |  |  |
| --- | --- | --- |
| **International Consultant - Communication, Yangon**  **Section in Charge**: Advocacy, Partnership and Communication  **Programme outcome (108)**:  The regular and humanitarian response is effectively supported through enhanced management, planning, M&E, advocacy & partnership, communication, supply and operational supports.  **Programme Output (108.005):**  The rights of Myanmar children are better promoted through effective advocacy and communication, resource mobilization and partnerships. | | |
| Background: The Division of Communications (DoC) in HQ has requested the Chief of Advocacy Partnership and Communication to support the preparation of the global Advocacy Strategy in New York for six weeks starting from mid-August to end September. During this time, DoC has provided funding to fill the gap created in the section through a communication consultant.  In this context, the Advocacy, Partnerships and Communication Sections (APC) seeks an experienced international communications consultant with a strong editing and content production skills to work with the APC team and with guidance from the Communication Specialist who will be serving as the Officer in Charge for the section. | | |
| Objectives of the consultancy: The purpose of the assignment is to assist the Advocacy Partnership and Communication to section with reviewing outputs and provide support in the areas of communication and advocacy products. This will include the development of human interest stories, photo essays, blog articles, press releases and key messages. In addition, the consultant will be requested to provide support in the preparation of upcoming advocacy and communication events as appropriate. | | |
| Geographic Area: Myanmar | | |
| Duration (including potential extension): Short term- six weeks | | |
| Supervisor:Communication Specialist, Partnership and Communication and Partnership Section in Yangon | | |
| Type of Supervision/support required from UNICEF: Guidance: Chief of Advocacy, Partnership and Communication and Partnership (APC) section in Yangon | | |
| Deliverables and due dates: | | |
| **Tasks** | **End Product/deliverables** | **Duration** |
| 1. Reviewing digital content | * # two-weekly social media plan reviewed and ready for use * Reviewing human interest stories and blogs and photo stories * Review photo captions | 6 weeks |
| 1. Support the APC Section with the preparation/reviewing of key messages, press releases, Q&A for each programme sector as required | * # Press Releases drafted * Q&A for sector specific issues developed/reviewed * Key Issue Briefs updated/reviewed for each sector (Health, nutrition, WASH, education and child protection) including key advocacy asks | 6 weeks |
| 1. Support the APC Section with upcoming 1-2 high-level events | * Support with documentation, coordination and follow up on major activities | 6 weeks |
| Advertisement / Invitation / Request for Expression of Interest The Terms of Reference will be advertised on Yangon Expat Community, MIMU and other forums and also shared with consultants who have written to UNICEF with an expression of interest to work with on communications. | | |
| Selection process (EOI to be attached to TOR) Interested candidates are required to submit a CV, P11 form, and complete the Expression of Interest Form circulated with the call for proposals, answering the technical questions and attaching samples of their work (or website links). The consultant will be identified by UNICEF taking into account the candidate’s experience, samples of their work, and the rate of pay requested. | | |
| Qualification and specialized knowledge/experience required for the assignment:  * University degree and/or post graduate education in Communication, Journalism, Public Relations or other related field; * Minimum of 8 years of proven experience (both at national and international levels) in writing and editing communication materials (including human interest stories, advocacy booklets, brochures, concept notes) in English * Outstanding written English and advanced ability to quickly research, critically analyse and synthesise large amounts of information * Strong knowledge and understanding of the international development environment and writing styles and requirements * Good interpersonal skills, including initiative, flexibility and patience * Organizational and coordination skills | | |
| Other conditions:  * Yangon based assignment. * Consultant will be provided with a working space in the office with access to computer and UNICEF intranet if required. * Full time for six weeks but with a possibility of arranging flexible working days. * Consultant should already be based in Myanmar.   **Life and health insurance**  UNICEF does not provide or arrange life or health insurance coverage for consultants and individual contractors, and consultants and individual contractors are not eligible to participate in the life or health insurance schemes available to United Nations staff members. Consultants and individual contractors are fully responsible for arranging, at their own expense, such life, health and other forms of insurance covering the period of their services as they consider appropriate. The responsibility of UNICEF is limited solely to the payment of compensation for service-incurred death, injury or illness as per the provisions detailed below.  **Insurance for service-incurred death, injury or illness**  Consultants and individual contractors who are authorized to travel at UNICEF expense or who are required under their contract to perform services in a UNICEF or United Nations office shall be provided with insurance coverage, through a UNICEF-retained third party insurance provider, covering death, injury and illness attributable to the performance of official UNICEF duties. Compensation in the event of service-incurred death, injury or illness shall be equivalent to amounts stipulated in the agreement between UNICEF and the insurance provider.  **Payment**  Payment will be at the end of the six weeks assignment based on satisfactory performance of tasks assigned and bill for the number and type of products delivered.  **Confidentiality:**  The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/ or publication will reside solely with UNICEF.  The contract signed with the consultant will include the other general terms defined by UNICEF. | | |
| Nature of Penalty Clause to be stipulated in the contract: UNICEF Myanmar reserves the right not to pay the Contractor or withhold part of the payable amount if one or more requirements established for this assignment is not met or deadline set for the accomplishment of the tasks is missed. | | |