

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Regional Office for Eastern Europe and Central Asia, Istanbul
Purpose of consultancy:	The Consultant contributes to the implementation of effective communication strategies and activities in the region by providing support to relevant programme activities as per the approved outputs within the Regional Programme, with a focus on story writing and editing, as well as website and social media related tasks.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> <li>• Research, draft, and/or edit feature stories, news items and press releases (continuously, as required)</li> <li>• Edit materials such as issue briefs, reports, and public information materials (continuously, as required)</li> <li>• Develop key messages, materials for infographics, and social media packages for publication around major international days and other key events (continuously, as required)</li> <li>• Revise existing, and develop new, content for the regional website (continuously, as required)</li> <li>• Maintain the regional website (continuously, several times a week)</li> <li>• Develop content for regional social media accounts, including Facebook and Twitter (daily)</li> <li>• Provide support to communications and advocacy initiatives and campaigns related to regional priorities, including the ICPD+25 process, the regional launch of the State of World Population Report and other high-profile events (as required)</li> <li>• Other related tasks as required</li> </ul>
Duration and working schedule:	1 February 2019 - 31 December 2019 part-time (50%)
Place where services are to be delivered:	The Consultant will be based in Istanbul, Turkey
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The work will generally be delivered electronically, via e-mail and online, based on the deadlines agreed in advance.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The supervisor will set milestones and deadlines and monitor progress on an ongoing basis.
Supervisory arrangements:	The Consultant will report directly to the UNFPA Regional Communications Adviser, who provides direction and guidance, certify delivery of outputs and evaluate performance.
Expected travel:	None foreseen.
Required expertise, qualifications and competencies, including	The consultant should have the following educational background, qualifications and expertise:

language requirements:	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Advanced University degree (or equivalent) in international relations, communications, social sciences, programming, or related disciplines.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years of experience as a journalist or writer for English language media or publications</li> <li>• Experience in social media content development desirable?</li> <li>• Experience with website content management systems desirable?</li> <li>• Familiarity with UNFPA’s mandate and activities in the EECA region;</li> <li>• Excellent communication skills;</li> <li>• Ability to write clearly and concisely;</li> <li>• Initiative and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.</li> <li>• Previous work experience with the UN is an asset.</li> </ul> <p><b>Language Requirements:</b> Fluency in English at native speaker level</p> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Excellent computer skills and ability to use information technology as a tool and resource.</li> <li>• Initiative, strong conceptual and analytical abilities, sound judgment, strong interest in development work, especially the mission of the United Nations Population Fund and dedication to the principles of the United Nations.</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA will provide access to all necessary platforms, including the website content management system and social media platforms.
Other relevant information or special conditions, if any:	