**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| **TERMS OF REFERENCE (to be completed by Hiring Office)** | |
| Hiring Office: | UNFPA Regional Office for Eastern Europe and Central Asia, Istanbul |
| Purpose of consultancy: | The Consultant – Content Writer and Editor 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 writing and editing. |
| Scope of work:  *(Description of services, activities, or outputs)* | * Research, draft, and/or edit human interest feature stories, news items and press releases * Edit materials such as issue briefs, reports, and public information materials * Draft and/or edit speeches delivered by the Regional Director * Develop posts for campaigns on various social media platforms, including for international days and events * Monitor and lead on running the regional Twitter account * Develop key messages and scripts for infographics, videos and other public information materials * Revise existing, and develop new, content for the regional website * Support the Regional Publications Committee * Compile the regional newsletter * Other related tasks as required |
| Duration and working schedule: | starting ASAP with contract expiring on 31 December 2021, with possibility of extension |
| Place where services are to be delivered: | COVID permitting the person will work as part of the team based in Istanbul. Remote working arrangements might be possible.  Travel and settlement costs as well as DSA or living allowance are not foreseen for this consultancy. |
| 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 language requirements: | The consultant should have the following educational background, qualifications and expertise:  **Education:**   * Advanced University degree (or equivalent) in communications, journalism, or related disciplines. **Experience:** * Minimum 5 years of experience as a journalist or writer for English language media or publications * Solid and demonstrable experience in report editing * Experience in social media writing and engagement, especially Twitter * Experience in speech writing * Previous experience with the UN and familiarity with the topics of gender equality, sexual and reproductive health and demographic change are considered strong assets * Excellent communication and writing skills * Initiative and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.   **Language** Fluency in English at native speaker level  **Requirements:**  **Other:** ● Excellent computer skills and ability to use information technology as a tool and resource.   * 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. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | UNFPA will provide office space and necessary equipment. |
| Other relevant information or special conditions, if any: | The fee will be paid on a monthly basis against certified attendance records and confirmation of satisfactory performance by the supervisor.  The cost of this consultancy will be covered under COA:  FPA80-19000-RECA8COM-ACT06EDITOR-PU0074 |
| Signature of Requesting Officer in Hiring Office: Jens-Hagen Eschenbaecher, Communication Adviser EECARO  Date: | |