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We are pleased to announce the following vacancy:

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VACANCY NO: VA JID 1902 UNFPA APRO  
CLOSING DATE: **Thursday, 31 January 2019, at 15.00 hours, Bangkok time**  
POST TITLE: Humanitarian Communications Consultant  
CATEGORY: Individual Consultant contract  
DUTY STATION: Bangkok, Thailand  
DURATION: 45 work days between the period of February to December 2019  
ORGANIZATION UNIT: **Asia and the Pacific Regional Office**

## **1 Background**

Asia and the Pacific is the most disaster-prone region in the world and faces on average 154 disasters annually. During the past five years, 690 million people across the region have been affected by disasters. The region faces a number of conflicts and protracted emergencies resulting in large refugee and displaced populations. With women and girls disproportionately bearing the impact of disasters and conflicts UNFPA provides life-saving sexual and reproductive health assistance and prevents and responds to gender-based violence. UNFPA works with partners across the humanitarian-development-peace continuum so that every woman and girl affected by an emergency or crisis gets the protection and services she needs for her health and dignity. With a focus on preparedness, disaster risk reduction, strengthening humanitarian partnership and innovation, and building resilience of health systems and communities, UNFPA aims to fulfil the commitments made at the 2016 World Humanitarian Summit and to contribute to the achievements of the Sustainable Development Goals (2030 Agenda).

## **2 Purpose of this consultancy**

APRO is seeking a consultant to produce communications and advocacy materials to showcase UNFPA's humanitarian preparedness and response work in the Asia-Pacific region, including the achievements of the Regional Prepositioning Initiative funded by Australia. This will include photos and videos, social media content, and human interest stories that aim to:

- Raise awareness, among key target audiences, that investing in sexual and reproductive health and gender-based violence services in emergency preparedness and response is crucial and life-saving.
- Advocate for the increased prioritization of SRH and GBV in emergencies with partner governments and officials, including Australian officials and other donors and partners.
- Demonstrate the value and impact of all DFAT's humanitarian funding to UNFPA, and in particular the Regional Prepositioning Initiative and preparedness activities.
- Increase visibility of UNFPA's humanitarian work, and the partnership with DFAT.

### **3 Scope of Work**

The consultant will produce communications content to showcase UNFPA's humanitarian preparedness and response work in the Asia-Pacific region that can be used across multiple platforms and contexts. UNFPA APRO's humanitarian and communications teams will provide support and review the materials produced.

In line with the "Australia and UNFPA Asia-Pacific: Joint Humanitarian Communications and Visibility Strategy" some of this material will showcase the humanitarian partnership between UNFPA APRO and DFAT, and in particular the Regional Prepositioning Initiative.

### **4 Expected outputs/deliverables**

By the end of the consultancy it is expected the consultant will deliver:

Multimedia story/ies that include social media friendly video soundbites from beneficiaries and humanitarian actors;

- At least 40 high quality photos on UNFPA's humanitarian preparedness and response work that can be used in multiple contexts;
- Content for a landing page for APRO's website for the Regional Prepositioning Initiative, to showcase the multimedia stories produced (including at least three feature stories);
- Three draft op-eds on themes to be determined and that can be pitched in 2019, and other media outreach and engagement to showcase UNFPA's humanitarian preparedness/response;
- Social media content, for example, at least 12 infographics that can be used and adapted to mark international days throughout 2019 including:
  - 8 Mar International Women's Day
  - 19 Jun International Day for the Elimination of Sexual Violence in Conflict
  - 20 Jun World Refugee Day
  - 19 Aug World Humanitarian Day
  - 9 Oct International Day for Natural Disaster Reduction
  - 25 Nov International Day for the Elimination of Violence against Women and the subsequent 16 Days of Activism to end Gender-Based Violence
  - 3 Dec International Day of Persons with Disabilities
  - 10 Dec Human Rights Day

### **5 Duration and working schedule**

This consultancy requires a total of 45 work days between the period of February 2019 – 20 December 2019.

### **6 Place where services are to be delivered**

Home-based, with approximately one week in APRO (Bangkok), one-week travel to Indonesia (Central Sulawesi and Lombok) and at least one other one-week country visit (Pacific, PNG, Myanmar, Bangladesh or Philippines).

(Travel expense will be paid in addition to the consultancy fee and in line with UNFPA Travel Policy.)

### **7 Deliverables**

All work will be submitted electronically as it is produced, with revisions made based on feedback prior to final acceptance. The consultant will work with APRO Communications to determine best formats for submission.

	Work Days	Deliverable
<b>APRO office based (Bangkok)</b> 1. Meet with APRO humanitarian and communications teams. 2. Develop work plan and travel schedule in consultation with APRO and Country Offices	5	Final work plan
<b>Field missions – Indonesia</b> 1. Undertake a field visit to Indonesia, including Central Sulawesi/Lombok responses, to gather stories and visual material 2. Undertake a field visit to another country (TBC), to gather stories and visual material	5 5	Mission report; At least 40 high quality photos from the field on UNFPA's humanitarian preparedness and response work that can be used in multiple contexts;
<b>Home based</b> 1. At least three feature multimedia story/ies that include social media friendly video soundbites from beneficiaries and humanitarian actors; 2. Draft content for a landing page for APRO's website for the Regional Prepositioning Initiative, to showcase the multimedia stories produced (including at least three feature stories); 3. Three draft op-eds on themes to be determined and that can be pitched in 2019, and other media outreach and engagement to showcase UNFPA's humanitarian preparedness/response; 4. Social media content, for example, at least 12 infographics that can be used and adapted to mark international days throughout 2019	30	Final products of all deliverables in line with the agreed final work plan
<b>Total</b>	45	

Payment will be made in 3 instalments, each time upon accumulation and completion by the consultant of 15 work days and acceptance of work by UNFPA.

## 8 Supervisory arrangements, monitoring and progress control

The consultant will report to UNFPA APRO Humanitarian Project Coordinator in close coordination with the UNFPA APRO Communications Advisor. A work plan/delivery schedule will be determined by APRO and the Consultant at the very outset of the consultancy.

## 9 Inputs provided by UNFPA APRO

Consultant is expected to provide all necessary equipment to produce deliverables (camera, computer, software etc.); editorial review and UNFPA brand guidelines, along with travel and logistical support (airfare and Daily Subsistence Allowance while in the field) will be provided by UNFPA APRO.

## 10 Required expertise

The consultant should have:

- Post-graduate degree in communications, international affairs, journalism, or other related field, with at least 5 years of professional experience relevant to this consultancy. An undergraduate degree is acceptable provided there is sufficient work experience via a portfolio that demonstrates the range of skills and expertise required.
- Captivating storytelling ability and excellent photography skills.
- Demonstrated written and visual communication skills, and a strong creative portfolio that shows a clear and mature style of communications and multimedia skills (professional photography and editing, videography a plus, and proficient use of Adobe Photoshop and Adobe Premiere Pro)
- Familiarity with UNFPA's mandate and humanitarian work.
- Ability to work under demanding deadlines within a fast-paced environment and adjust priorities to meet evolving deadlines.
- Exceptional interpersonal, communication and listening skills with the ability to work collaboratively.
- Independent and self-motivated.
- Expertise in communications, media, social marketing, advocacy and multi-stakeholder outreach.

## 11 How to apply

Candidates should submit the following documents:

- P11
- CV
- Portfolio or website
- At least two references
- Requested daily rate along with copies of previous contracts to support the daily rate requested

All the above documents must be sent by e-mail to [vac-robangkok@unfpa.org](mailto:vac-robangkok@unfpa.org).

The P11 is available on the UNFPA websites at <https://www.unfpa.org/resources/p11-un-personal-history-form>

Please quote the Vacancy number **JID 1902 UNFPA APRO**. The deadline for application is **Thursday, 31 January 2019 at 15:00 hours, Bangkok time**.

UNFPA will only be able to respond to those applications in whom UNFPA has a further interest.

*UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balances gender distribution and therefore encourage women to apply.*

*We offer an attractive remuneration package commensurate with the level of the position.*

*Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.*

**Date Issued: Wednesday, 16 January 2018**