



We are pleased to announce the following vacancy:

VACANCY NO:	VA JID 2105 UNFPA APRO
CLOSING DATE:	The closing date is 9 March 2021
POST TITLE:	Humanitarian & Innovation Communications Consultant (Retainer contract)
CATEGORY:	Individual Consultant contract
DUTY STATION:	This consultancy is home-based, with possibility for mission travel, pending availability of funds and with the condition that COVID-19 related travel restrictions are lifted.
DURATION:	80 work days is required over a period from March to 31 December 2021

Purpose of consultancy:

The consultant will work closely with UNFPA APRO's humanitarian team and innovation/good practice team to support the development of multimedia communications products, social media content and other documentation covering APRO's various initiatives on humanitarian action and innovation/good practices.

Scope of work:

APRO is seeking a consultant to produce communications and advocacy materials to showcase UNFPA's humanitarian preparedness and response work, including the achievements of the Regional Prepositioning Initiative and the regional COVID-19 response, as well as its innovation and good practices in the Asia-Pacific region and emerging work on climate change.

The consultancy is advertised as a retainer modality with possibility of continuation of the contract in 2022 with similar deliverables and additional work days subject to availability of funding and approval of APRO Senior Management.

Key deliverables expected under the 2021 contract include multimedia content (including video / online / social media), human interest stories and publications that aim to:

- Raise awareness, among key target audiences, that investing in sexual and reproductive health and rights (SRHR) and gender-based violence (GBV) services in emergency preparedness and response is crucial and life-saving.
- Advocate for the increased prioritization of SRHR and GBV in emergencies and the importance of building resilience, including climate resilience, with partner governments and officials, donors and other partners and stakeholders.
- Demonstrate the value and impact investment in UNFPA's work in humanitarian action across preparedness and response, including UNFPA's response to COVID-19 and the Regional Prepositioning Initiative, and in innovation.

- Increase visibility of UNFPA's humanitarian and innovation work, and humanitarian and development partnerships, and highlight the linkages where applicable between humanitarian, good practices and innovation work.

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, an estimated 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) through the acceleration of the landmark ICPD Programme of Action that serves as the foundation of all that UNFPA does. Additionally, with the development of the UNFPA Climate Change Strategy and the Asia Pacific Climate Change Strategy, there is an urgent need to strongly integrate climate change into our agenda and to accelerate communication efforts to enhance advocacy and partnerships.

In order to share stories about innovation and good practices across the humanitarian-development-peace continuum, APRO has engaged with Country Offices and regional advisors to document innovations and practices including in the context of COVID-19 response. To increase readership / viewership of, and engagement with this content both internally and externally, a series of compelling communications materials will be developed. These materials will be shared on the UNFPA Asia and the Pacific website and humanitarian community internal website, the internal global platform myUNFPA, UNFPA Knowledge Management IDWG, UNFPA social media channels and the UNESCAP-run Asia and the Pacific SDG Helpdesk.

The consultant will produce communications content to:

- a) showcase UNFPA's humanitarian preparedness and response work in the Asia-Pacific region that can be used across multiple platforms, with a strong emphasis on multimedia, and contexts. UNFPA APRO's humanitarian and communications teams will provide support and review the materials produced.
- b) showcase UNFPA's innovation and good practices in Asia-Pacific region, including for COVID-19 response, that can be used across multiple platforms and contexts. UNFPA APRO's technical team and innovation focal point will provide support and review the materials produced.

Key deliverables:

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

Humanitarian Preparedness and Response

- A multimedia publication / package on the Asia-Pacific region's work on COVID-19 response - highlighting key achievements, including at least 8 web stories, and 3 design documents and videos;
- A multimedia publication on inclusive dignity kit programming including dignity kits for menstrual hygiene management, and for people with disabilities, transgender, elderly and other vulnerable groups;
- A multimedia publication / package on the achievements of the Regional Prepositioning Initiative for both Phase 2 and Phase 3, including at least 10 web stories, 4 collections, 3 videos and 4 design documents;
- A media engagement strategy for RPI Phase 3
- At least 20 social media cards, for example, pictographs or infographics that can be used and adapted to mark relevant international days throughout 2021, including World Humanitarian Day.
- A multimedia publication / package of the Asia Pacific Climate Change Strategy- including design and layout of the regional strategy, photo essays and social media cards.
- Strengthen humanitarian communications capacity in the RPI country offices and develop products for the RPI

Innovation and COVID-19 Good Practices

- A multimedia publication on Asia-Pacific selected innovations and good practices during the COVID-19 response for Sexual and Reproductive Health and Rights (SRHR), Adolescents and Youth, GBV, & Population and Development, highlighting key achievements;
- 1 video highlighting the achievements in innovation and good practices from across the region;
- At least 15 web stories on UNFPA's innovation and good practices in COVID-19 programming; and
- At least 15 social media cards

All of the human stories created will be converted into Humans of ICPD vignettes on Facebook and Instagram, through the consultant, with the support of the Communications unit.

The specific deliverables will be developed in discussion with the identified consultant and may change depending on the programmatic needs. The actual number of days per payment instalment will be certified by APRO Humanitarian Team and Innovations/Good Practice Team as per deliverables submitted.

Subject to availability of funds, additional days can be added to the contract to support additional work.

Duration and working schedule:

Third week of March 2021 – 31 December 2021

The retainer contract valid between third week of March and 31 December 2021 will include up to 80 work days.

- 50 work days for humanitarian, with a focus on the Regional Prepositioning Initiative work
- 30 for innovation/good practices, including on COVID-19 humanitarian response

Place where services are to be delivered:

Home-based, with possibility for mission travel COVID-19 permitting and pending availability of funds. Travel costs will be paid separately restrictions are lifted, and in line with UNFPA travel policy. The travel must be within the condition that COVID-19-related travel.

Delivery dates and how work will be delivered:

All work will be submitted electronically as it is produced, with revisions made based on feedback prior to final acceptance.

Humanitarian Preparedness and Response

	Work Days	Deliverable
Home based <ul style="list-style-type: none">● A multimedia publication / package on the Asia Pacific region's work on COVID response - highlighting key achievements, including at least 8 web stories, and 3 design documents and videos (7 days);● A multimedia publication on inclusive dignity kit programming including kits	50	Final products of all deliverables in line with the agreed final work plan

<p>for menstrual hygiene management, and kits for people with disabilities, transgender, elderly and other vulnerable groups (6 days);</p> <ul style="list-style-type: none"> ● A multimedia publication / package on the achievements of the Regional Prepositioning Initiative for both Phase 2 and Phase 3, including at least 10 web stories, 4 collections, 3 videos and 4 design documents (20 days); ● A media engagement strategy for RPI Phase 3 (4 days); ● At least 20 social media cards, for example, pictographs or infographics that can be used and adapted to mark international days throughout 2021, including World Humanitarian Day (5 days); ● A multimedia publication / package of the Asia Pacific Climate Change Strategy- including design and layout of the regional strategy, photo essays and social media cards (3 days); ● Strengthen humanitarian communications capacity and develop products for the RPI countries (5 days). 		
Total	50	

Innovation and COVID-19 Good Practices

	Work Days	Deliverable
<p>Home based</p> <ul style="list-style-type: none"> ● 1 multimedia publication on Asia Pacific selected innovations and good practices during the COVID response in development programming for SRHR, Adolescents and Youth, GBV, Population and Development, highlighting key achievements (2 days); 	30	Final products of all deliverables in line with the agreed final work plan

<ul style="list-style-type: none"> • 1 video highlighting the achievements in innovation and good practices from across the region (3 days); • At least 15 web stories on UNFPA's innovation and good practices in COVID-19 programming (24 days); and • At least 15 social media cards (1 day) 		
Total	30	

Payment Schedule

Based on the deliverables listed above, detailed work plans will be developed at the onset of the consultancy. Payment will be made in four instalments based on acceptance of deliverables completed with detailed reports against the agreed workplan approved by APRO as per the following proposed schedule:

1st installment by 30 May 2021. Expected number of workdays: 15

Expected deliverables: 1 multimedia publication and at least 6 web stories on selected innovations and good practices during COVID response, and 5 social media cards.

2nd installment by 30 July 2021. Expected number of workdays: 25

Expected deliverables: A multimedia publication package on Asia Pacific region's work on COVID humanitarian response including at least 8 web stories and 3 videos and documents; a media engagement strategy for RPI Phase 3; products for RPI countries and capacity building; and at least 5 web stories, 2 design documents and 2 collections for the RPI.

3rd installment by 30 September 2021. Expected number of workdays: 15

Expected deliverables: at least 9 web stories on UNFPA's innovation and good practices in COVID programming, at least 10 social media cards and 1 video highlighting the achievements in innovation and good practices.

4th Installment by 31 December 2021. Expected number of workdays: 25

Expected deliverables: A multimedia publication on humanitarian kits such as dignity kits; at least 5 web stories, 2 collections, 2 design documents and 3 videos for the RPI; at least 20 social media cards; and a multimedia publication for the Asia Pacific Climate Change Strategy.

Monitoring and progress control, including reporting requirements, periodicity format and deadline:

While some of the deliverables are identified in advance, others are on an as-needed basis. A work plan/delivery monitoring schedule will be determined by APRO and the consultant at the very outset of the consultancy. A tracking sheet will be used to note progress against the TOR deliverables and deadlines.

Supervisory arrangements:

The consultant will report to UNFPA APRO Humanitarian Advisor in close coordination with the UNFPA APRO Humanitarian Project Coordinator, Regional Programme Specialist and Communications Advisor.

Expected travel:

The assignment is home-based, with possibility for mission travel, pending availability of funds and with the condition that COVID-19 related travel restrictions are lifted. Travel costs will be paid separately and in line with UNFPA travel policy.

Required expertise, qualifications and competencies, including language requirements:

The consultant should have:

- Post-graduate degree in communications, international affairs, journalism, or other related field
- A minimum of 5 years of relevant professional experience including proven multimedia communications ability and experience in humanitarian communications work
- An under-graduate degree is acceptable provided there is 7 years of relevant work experience via a portfolio that demonstrates the range of skills and expertise required
- Understanding of UNFPA's mandate and humanitarian work
- Field experience in humanitarian communications is desirable, including experience in humanitarian communications surge deployment
- Captivating storytelling ability and excellent design and multimedia skills, including the use of sophisticated design and multimedia software
- Demonstrated written and visual communication skills, and a strong creative portfolio that shows a clear and mature style of communications and multimedia skills
- Experience working for the UN is preferred
- Experience developing climate change related communications products is an asset
- Follows UNFPA's principles for ethical storytelling
- 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.

Inputs / services to be provided by UNFPA

Consultant is expected to provide all necessary equipment to produce deliverables; editorial review and UNFPA brand guidelines will be provided by UNFPA APRO. APRO will link the consultant to country office humanitarian focal points where necessary.

How to apply:

Candidates should submit the following documents:

- P11
- CV
- Motivation Letter

All the above documents must be sent by e-mail to 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 2105 UNFPA APRO**. **The deadline for application is 9 March 2021**

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.

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: 3 March 2021