

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	United Nations Population Fund – Tanzania Country Office
Purpose of consultancy:	The overall objective of the Communications consultancy is to support TCO to both document and communicate results, leveraging a variety of platforms, including social media with the aim to identify positive results and good practices that can be utilized to highlight UNFPA's work in Tanzania (internally, externally) while at the same time sharing with key stakeholders for outreach, advocacy and policy influence. All of which needs to be fully in-line with UNFPA's Corporate Communication Strategy in order to increase the UNFPA's Mandate visibility and achieving the UNFPA's Three Zeros.
Scope of work: (Description of services, activities, or outputs)	<ul style="list-style-type: none"> Develop key communication material in support of elevating and advancing the work and results of UNFPA in Tanzania to a wide audience in a clear and succinct way utilizing various platforms; Support in developing the communications advocacy materials for the Census Develop talking points, remarks and speeches for the Representative Document selected good practices interventions and fact sheets; Develop Human Interest Stories that highlight the work of UNFPA; Elaborate key policy briefs based on pertinent study/research findings and in response to the relevant context/need; Provide editorial support to TCO Annual Reports and support the elaboration of the 2021 Report; Provide communication and editorial support to the development of the new Country Programme Document (July 1, 2022- June, 30 2026); UN Common Country Analysis and the broader UN Sustainable Development Cooperation Framework (July 1, 2022 - June, 30, 2026). Provide any other documentation and communication activities deemed necessary. Perform any other tasks as required by the supervisor
Deliverables	<p>The Consultant is expected to deliver the following:</p> <ul style="list-style-type: none"> Key Communication Material to showcase the work and results of UNFPA; Selected Good Practices and Fact Sheet Briefs available; Pertinent News Items and Human-Interest Stories developed; Policy Briefs based on key study/research findings; Final version of the Annual Reports ; Other documentation and communication activities deemed necessary.
Duration and working schedule:	<p>The consultancy will be conducted over a maximum of 3 months during the period of March 1, 2022 – June 31, 2022 Renewable subject to satisfactory performance and available funding</p> <ul style="list-style-type: none"> Office working hours 07:30am – 16:30pm (Monday – Thursday) 07:30am – 13:30pm (Friday)
Place where services are to be delivered:	The National Consultant will perform the tasks assigned from UNFPA Tanzania Country Office, based in Dar Es Salaam.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Should be able to meet the deadline within the time frame of the assignment/activity.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	At the end of the contract the consultant will be assessed
Supervisory arrangements:	At the UNFPA Country office, under the overall guidance and supervision of the Representative, the Communication Analyst will act as UNFPA's documentation focal point to coordinate and provide day-to-day support to the consultant. The consultant will report to the UNFPA representative.
Expected travel:	When need arises then it will be scheduled then
Required expertise, qualifications and	<p>The national consultant should poses following qualifications and experience:</p> <ul style="list-style-type: none"> Preferably a Degree in Public Relations Management, International Relations, Journalism and Mass Communications.

competencies, including language requirements:	<ul style="list-style-type: none"> • Experience in writing, editing reports, newsletters, documents, communication strategies, content for websites and messaging in the field of development for UN organizations and/or other international organizations. • Strong track record in producing quality communication pieces. • At least 3-5 years of professional experience in UNFPA mandated areas, strong analytical skills and expertise in documenting development programmes in low-income countries. • Familiarity with UNFPA's mandate and work, including in addressing rights and choices; • Knowledge in effectively applying UNFPA's Corporate Communication Strategy and Branding; • Excellent communication ability and drafting skills in English. 	
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	Support services, office space, equipment will be provided	
Other relevant information or special conditions, if any:	UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.	
Corresponding level (Pls choose for Nationals from GS1 to NOD and for International from P1 to D1)		NOA
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>		
<p>How to Apply: Applicants are kindly requested to send their P11 form along with a cover letter to UNFPA's Office in Dar es Salaam by e-mail to tanzania.office@unfpa.org by 24 February 2022. Please indicate clearly in the cover letter the post title, otherwise your application may not be considered. Applicants will be short-listed on the basis of their qualifications and work experience. Only the short- listed candidates will be contacted.</p>		