

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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Hiring Office:	UNFPA Nepal Country Office
Title:	Individual consultant on a retainer basis (International) External Affairs and Communications Advisor
Context	<p>The global and regional environment for UNFPA to deliver on the ICPD agenda is at a critical juncture. Population dynamics in Nepal is changing rapidly that presents new opportunities to the attainment of the goals outlined in this agenda. Nepal is also undergoing rapid economic and social development that require innovative and context driven communication solutions to development challenges that women and adolescent girls face.</p> <p>In Nepal these include limited or unequal access to their sexual and reproductive health and rights, some persistent harmful practices and gender-based violence and limited opportunities for women and adolescent girls in developing skills to lead in social and economic life. It is critical that the UNFPA country office can respond to these emerging development challenges through innovative and inclusive policy advocacy as well as communication to engage a wider range of stakeholders including women and girls themselves, vulnerable groups and the public in general while reinforcing partnership with various organizations in all relevant sectors.</p> <p>In order to achieve this, there is a need to invest further in gaps at the country office level in developing strategic partnerships including in non-traditional partners, strategically managed communications that reduces risk, and knowledge management to secure a conducive environment for sexual and reproductive health and rights. A full response to these trends also requires a renewed focus on programming responses to ensure strategies are aligned to meet the needs of girls and women in diverse settings and respond to priorities set in the 16th Plan of Nepal directly affecting wellbeing of youth, women as well as vulnerable groups.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the overall guidance of the Country Representative, the consultant will provide the Senior Management of the Country Office, relevant programme teams, as well as partners including the governments at all levels, the donors, and the NGO partners technical advice and produce relevant communication products, while supporting programme teams to develop and implement communication plans in timely, effective and impact manners.</p> <p><i>Scope of Work:</i></p> <ol style="list-style-type: none"> 1. Map out key stakeholders and audiences (including both supporters and vested interests) and analyze their positions and attitudes, as well as their level of influence to assess the feasibility of possible communication networks and their effectiveness in reaching target audiences 2. Assess the existing communication dynamics- such as how the stakeholders and target beneficiaries receive and process information, traditional forms of information dissemination practices, new media, and technology, social interaction, and others.

	<ol style="list-style-type: none"> 3. Analyze media coverage and public perspectives on sexual and reproductive health and rights and recommend the most appropriate channels and platforms to promote the mandate of UNFPA. 4. Evaluate the communication capacity of the relevant partner institutions and deliver capacity building programmes. 5. Prepare key strategic policy documents including briefs, think pieces and op eds to consolidate UNFPA Nepal country office's position as a leading policy and agenda setting agency in Nepal. 6. Develop new programme proposals meeting requirements of the donors and partners in close partnership with the programme teams of the Country Office within a tight timeline. This will include drafting conceptual ideas and results-based project documents to create programming that assists position the country office in Nepal to respond to existing and emerging challenges in the three zero areas as well as humanitarian emergencies. 7. Produce, in collaboration with country office thematic units, regular corporate results-based reports including at country office and programmatic levels and support update where required strategic approaches and risk parameters. 8. Provide high-level policy-based content creation including political briefs, talking points, speeches and success stories and ensure consistent messaging that reflects UNFPA's mandate and mission. 9. Provide technical support to the Communication Analyst of the Country Office and the Senior Management to develop and update a communication strategy combined with a risk management system 10. Review and finalize all major external communication materials as well as knowledge products for consistent quality control in all communications of the Country Office. 11. Develop a monitoring tool to collect data and measures of communication activities of the Country Office programmes. 12. Work with thematic teams to conceptualize and implement communication strategies that increase the visibility of UNFPA's work. This includes developing compelling content for print and digital platforms, media outreach, and advocacy campaigns to effectively engage stakeholders. 13. Build English writing skill training every month to build capacity and skills of UNFPA staff, specially those working in provinces.
Duration and working schedule:	The retainer contract will run from March 2025 till February 2026 (for maximum 250 days in 11 months).
Place where services are to be delivered:	Remotely and in country (when required).
Delivery dates and how work will be delivered (e.g. electronic, hard copy, etc)	<p>The following deliverables may be requested over the course of the retainer contract:</p> <ul style="list-style-type: none"> • Key strategic policy documents including briefs for high level engagement, think pieces, and op eds. • An updated Country Office communication strategy including capacity building of the partner organizations. • A risk management tool with a standing operational procedure. • Conceptual notes, business cases, and results-based project documents to respond to existing and emerging programme

	<p>development opportunities led by the resource mobilization efforts led by the Representative and/or the Deputy Representative.</p> <ul style="list-style-type: none"> • Corporate results-based reports including at country office and programmatic levels. • High-level policy-based content creation including political briefs, talking points, speeches and success stories and ensure consistent messaging that reflects UNFPA's mandate and mission. • Communications content to showcase UNFPA's results in Nepal. • Monthly English writing training for the CO staff.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Progress will be monitored as per a periodic task list developed by the Communication Analyst in coordination with the programme teams.</p> <p>Monthly review meeting with the Representative, Deputy Representative and the Communication Analyst.</p>
Supervisory arrangements:	The Representative will supervise the consultant.
Expected travel:	The consultant will require to travel to Nepal Country Office and in UNFPA working districts within Nepal to perform functions related to the deliverables when required. Travel and DSA, as per applicable UN rate, will be provided.
Required expertise, qualifications and competencies, including language requirements:	<p>Qualifications:</p> <ul style="list-style-type: none"> • Minimum master's degree, in communications, journalism or related field is required while a PhD could be an asset. • A thorough understanding of the UN system in general, and especially UNFPA's mandate, policies, and operations. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 15 years of professional experience in Communication for international development programmes and policies with international organizations. • A strong and successful track record of leading on the development of project proposals and drafting of final project documents including outcomes, outputs, logical frameworks and risk assessments for a wide range of traditional and non-traditional donors in the three zero areas as well as humanitarian emergencies. • Solid understanding of and ability to apply communication tools and techniques, including the ability to analyze and use research data / survey data. • Extensive experience of government level external relations and a comprehensive understanding of donor funding requirements and priorities in Nepal. • Extensive experience on requirements and trends of bilateral and multilateral development partners. • Extensive experience in leading the drafting of corporate reporting at country office and programmatic levels showcases UNFPA's results.

	<ul style="list-style-type: none"> • Demonstrated track record of producing policy analysis, speeches, op eds, briefings, and situation analysis for high level representatives. • Hands-on experience, in depth-knowledge and understanding of development issues, socio-political, economic, and cultural context of the South Asian countries. • Extensive knowledge and experience in working with governments at national and sub-national levels on complex issues. • World-class writing and presentation skills in English 																		
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	The services provided by UNFPA will include logistical facilitation, visa processing, flight bookings, office space allocation, and ICT equipment provision as needed.																		
Working conditions:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center;">Admin. requirements</th> </tr> <tr> <td style="width: 33%;">Location:</td> <td style="width: 33%;">Office space required:</td> <td style="width: 33%;">Others:</td> </tr> <tr> <td>Remote and UNFPA Nepal CO</td> <td>Yes</td> <td>DSA/Visa/Tickets</td> </tr> <tr> <th colspan="3" style="text-align: center;">IT requirements</th> </tr> <tr> <td>Desktop required:</td> <td>Email access:</td> <td>Others:</td> </tr> <tr> <td>No</td> <td>Yes</td> <td></td> </tr> </table>	Admin. requirements			Location:	Office space required:	Others:	Remote and UNFPA Nepal CO	Yes	DSA/Visa/Tickets	IT requirements			Desktop required:	Email access:	Others:	No	Yes	
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Payment Terms	Payment will be made based on deliverables and monthly reports submitted by the consultant according to a monthly-task plan.																		
Other relevant information or special conditions, if any:																			