

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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Hiring Office:	UNFPA Nepal
Title:	Communications Consultant
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> • Manage UNFPA Nepal's corporate image and branding in online spaces including regularly creating and updating content on social media channels and managing the corporate website to communicate high quality image, text and audiovisual messages. • Contribute and where required lead on the creation and packaging of content to promote the results and priorities of UNFPA including where necessary coordinating with the creative community to produce creative inputs, audio-visual products, photography and design. • Coordinate with the online and media community to strengthen existing and new partnerships to amplify the reach of UNFPA communications in innovative ways drawing on opportunities including social influencers and agenda setters. • Identify and produce news content and human-interest success stories that showcase the achievements of UNFPA. Traveling to the field, conducting interviews and transcribing beneficiary interviews from Nepali to English will be required. • Support the country office and programmes to produce high quality merchandise in line with UNFPA's quality standards and corporate image guidelines by coordinating with suppliers and ensuring appropriate quality standards in products. • Coordinate and ensure visibility of UNFPA and relevant donors at events organized by UNFPA and partners and ensure these are well documented in text and photography for use on UNFPA's communications platforms. • Support field offices and provide quality control of corporate communications across media platforms and provide advice to the country and provincial officers on improving the communication strategy.
Duration and working schedule:	11 months (August 2024 – July 2025)
Place where services are to be delivered:	UNFPA Country Office, Kathmandu
Delivery dates and how work will be delivered (e.g. electronic, hard copy, etc)	
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Monthly time sheets will be provided by the consultant and this will be reviewed for payment.
Supervisory arrangements:	The consultant will be supervised by the Communication and Knowledge Management Specialist at UNFPA Nepal.
Expected travel:	There may be travel to field locations to capture stories, photographs and videos.
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <p>Advanced Degree in the field of Media/Communications, Journalism, Public Relations, or relevant discipline.</p>

	<p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • Minimum 3 years of progressive experience in media/communications, journalism, public relations, political science or development work in a relevant discipline; • Knowledge and practical experience in development communication; • Working experience in working with Media; • Excellent writing skills, with experience writing reports, newsletters, and programme updates; • Excellent understanding of web production, social media, and multimedia tools; • Intimate knowledge and ease of navigation of traditional and new digital and social media; • Excellent interpersonal and communication skills; • Demonstrated team player in an international team environment; • Prior experience in the multilateral system is an asset but is not mandatory. <p>Languages:</p> <p>Fluency in English and Nepali (both oral and written) is required. Other UN languages are an asset.</p>																		
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>Office space, laptop, desktop screen, mouse, keyboard, phone/data connection.</p>																		
<p>Working conditions:</p>	<table border="1"> <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>UNFPA CO</td> <td>Yes</td> <td></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>Yes</td> <td>Yes</td> <td>Phone/data connection</td> </tr> </table>	Admin. requirements			Location:	Office space required:	Others:	UNFPA CO	Yes		IT requirements			Desktop required:	Email access:	Others:	Yes	Yes	Phone/data connection
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