

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

| <b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>  |  |
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| Hiring Office:  | UNFPA Nepal Country office   |
| Type of consultant:   | Individual consultant on a retainer basis (International)<br><b>External Affairs and Communications Advisor</b>  |
| Purpose of consultancy:   | The purpose of this consultancy is to support the Nepal country office deliver high quality external relations and communications. In the past 18 months the country office has developed a range of pipeline projects and identified new opportunities with a number of key development partners including the European Union, Norway, Switzerland, the Republic of Korea. This consultancy is aimed to ensure the country office and programming external relations and communications responds to the increasing needs of the country office to reach out to a broad range of stakeholders including high level actors in government, development partners and UNFPA stakeholders and beneficiaries with high quality reporting, project design and context driven strategic communications.  |
| Scope of work:<br><i>(Description of services, activities, or outputs)</i>                          | Under the overall supervision of the Country Representative, direct supervision of the Deputy Representative and in close collaboration with relevant thematic teams, the consultant will support the delivery of high-quality and timely external affairs and strategic communications. The scope of work includes: <ul style="list-style-type: none"> <li>• Leading on the drafting of high-quality strategic and corporate documents, project documents, business cases, concept notes and programme briefs related to the entire scope of UNFPA support in Nepal for internal purposes and donors.</li> <li>• Supporting the drafting of high quality annual and regular results reports including country office and programming level reporting on outputs and outcome indicators, logical frameworks, risk frameworks and narrative reporting in areas across the UNFPA mandate.</li> <li>• Producing a range of external communication products highlighting priority issues for the UNFPA country office ensuring clear and consistent messaging (political and programme briefs, talking points, speeches, press releases, op eds, stories from beneficiaries etc.)</li> </ul> |
| Duration and working schedule:  | The retainer contract will run from Feb 2024 till Jan 2025 (for maximum 11 months). (The 11 months will be counted once the competitive process has been finalized)  |
| Place where services are to be delivered:   | Remotely and in the country (When required)  |
| Delivery dates and how work will be delivered   | The following deliverables may be requested over the course of the retainer contract: <ul style="list-style-type: none"> <li>• Completion of high-quality concept notes, business cases, project documents including situation analysis, strategic development response, results chains, theories of change, log frameworks and risk frameworks.</li> <li>• Annual corporate reporting including programming and country office levels that capture key results, lessons learnt and performance. These should comply with donor reporting requirements.</li> <li>• The development of a range of communication products highlighting priority policy issues for the UNFPA country office ensuring clear and consistent messaging (political and programme briefs, op eds, talking points, speeches, press releases, stories from beneficiaries etc.)</li> </ul>  |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | Progress will be monitored as per the schedule of each deliverable outlined above including: <ul style="list-style-type: none"> <li>• Regular meetings with the Representative, Deputy Representative and relevant UNFPA team members.</li> <li>• Regular submission for review of completed work.</li> </ul>  |
| Supervisory arrangements:   | Under the overall supervision of the Country Representative, the Deputy Representative will provide the supervisory role with immediate follow ups being made by relevant members of the UNFPA team.   |
| Expected travel:  | The consultant will be asked to travel to Nepal country office 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:              | <b>Qualifications:</b> <ul style="list-style-type: none"> <li>• Minimum master's degree, in communications, journalism or related field is required while a PhD could be an asset.</li> <li>• A thorough understanding of the UN system in general, and especially UNFPA mandate, policies, and operations.</li> </ul> <b>Experience:</b> <ul style="list-style-type: none"> <li>• Minimum of 15 years of professional experience in international development including extensive experience in UN agencies.</li> </ul>   |

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|   | <ul style="list-style-type: none"> <li>• Direct experience in drafting annual results reports for country office and programming levels.</li> <li>• A strong track record of drafting successful project documents, business cases and concept notes for UN agencies, and a thorough understanding of corporate and donor requirements for results-based reporting.</li> <li>• Experience in developing communications for various target audiences.</li> <li>• Experience in drafting analysis, speeches, op eds, briefings, and information notes for high level representatives.</li> <li>• Extensive knowledge and hands-on experience on requirements and trends of bilateral and multilateral development partners.</li> <li>• Extensive knowledge and experience in working with governments at national and sub-national levels on complex issues.</li> <li>• Minimum 7 years of experience of working in the South Asia region.</li> </ul> |
| Inputs / services to be provided by UNFPA or implementing partner (e.g., support services, office space, equipment), if applicable: | UNFPA will provide: <ul style="list-style-type: none"> <li>• Required documentation.</li> <li>• Support services where required including visa fees and DSA, travel.</li> </ul>   |
| Other relevant information or special conditions, if any:   | Payment will be made based on invoices on completed deliverables submitted by the consultant.   |
| Signature of Requesting Officer:  |   |
| Date:   |   |
| Signature of the Representative:  |   |
| Date:   |   |