I. Consultancy Information

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Consultant: Communications and Coordination</th>
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<tr>
<td>UN Agency</td>
<td>United Nations Office on Drugs and Crime (UNODC)</td>
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<tr>
<td>Regional Office</td>
<td>Regional Office for Southern Africa, South Africa</td>
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<tr>
<td>Duty Station/Home Based</td>
<td>Lusaka, Zambia</td>
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<tr>
<td>Primary Supervisor</td>
<td>HIV Prevention Officer-Zambia</td>
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<tr>
<td>Contract Type</td>
<td>Individual Contract</td>
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<tr>
<td>Duration</td>
<td>September- December 2020 (4 months)</td>
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<tr>
<td>Actual work time</td>
<td>Part-time (15 hours/week)</td>
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<td>Fees</td>
<td>USD 500-700 pm</td>
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II. Organizational Context

The United Nations Office on Drugs and Crime (UNODC) is a lead UN Agency in addressing illicit drugs, transnational organized crime, terrorism and corruption. The Regional Office for Southern Africa (ROSAF) covers 11 countries in the region, namely: Angola, Botswana, Democratic Republic of Congo, Lesotho, Malawi, Mozambique, South Africa, Zambia and Zimbabwe. As a co-sponsor for UNAIDS, UNODC is the lead agency for HIV prevention for prison settings and places of detention, and for people who inject drugs (PWID). Additional groups that are covered by these interventions are ex-inmates and people who use drugs. Currently, Malawi, Mozambique, and Zambia are implementing HIV prevention projects. UNODC in Zambia collaborates and engages both government and non-government service providers in order to improve the access to quality sexual reproductive health and HIV and AIDS services by these identified groups.

UNODC Project Office in Zambia in 2020 is tasked, in collaboration with key partners and other UNAIDS co-sponsors, to strengthen the functioning of the Zambia Key Population Consortium (Zam-KPC). The Zam-KPC is made up of 10 organizations namely: Friends of Rainka Zambia (FoRZ), Transbantu Association Zambia (TBZ), The Lotus Identity (TLI), Titandizeni Network, Women’s Alliance for Equality (WAFE), Umotto Centre of Culture Zambia, Decisive Minds, Zambia Sex Workers Alliance (ZASWA), Prison Reintegration Organisation (PREO) and Intersex Society Zambia (ISSZ).

In 2019 some of this organisations participated in organization capacity building activity funded by UNODC. Individually these organisations present various capacity levels, with some even being in their infant stages, meaning that those limitations were carried through into the consortium. The purpose of the consortium is to have a self-coordinated body that is self-governing with strong community structures and interventions aimed at strengthening co-ordination and collaboration among KP led organization for improved service delivery. Zam-KPC has developed a Strategic Plan 2020-2024 “Leaving No One Behind: Access to Health Services for All”. In 2020, ZKPC the purpose of the strategic plan is to guide the overall functioning of the consortium in achieving set goals and objectives. The aim of the strategic plan is to assist the ZKPC put a framework for stimulating member organization’s interest, support and participation in programmes that address the needs of key populations in Zambia. UNODC plans to support the consortium in establishing and implementing core functioning mechanisms and also support the building of individual organizations’ capacity.

A consultant will be engaged to support Zam-KPC strengthening and at the same time contribute to UNODC ROSAF HIV and AIDS communication requirements.

III. Functions / Key Results Expected

**Summary of Key Functions:**
Under the direct supervision of the HIV Prevention Officer, the Communications and Coordination Consultant will provide communication and coordination support to the ZKPC and also UNODC Office Zambia primarily and may be
called on support other ROSAF Programme/Projects. The Communications and Coordination Consultant will also play an important role in the design and roll out of key UNODC advocacy messages to a broad range of external stakeholders, at country and regional level. He/She will provide hands on support to the communications needs of the HIV Prevention Projects and other ROSAF programmes, projects and activities.

**Support functions for Key Populations Consortium Zambia Leadership Team:**
- Support the establishment and operationalization activities
- Support the improvement of KP CSO coordination
- Support the establishment of KPPN
- Support the advocacy and networking activities of the KP

**Support the Development and Implementation of a Communication and Coordination Activities:**
- Support the development, maintenance and updating of a comprehensive communication action plan for UNODC HIV initiatives targeting key stakeholders.
- Support the development of ROSAF HIV initiatives advocacy information that can be used as the communication tool for sharing with a variety of audiences, including media, donors and the general public.
- Support the Production of human-interest stories about the Key Populations, case studies and features to share internally, with stakeholders and broader audiences
- Support the drafting, management, designing and distributing of UNODC HIV reports, newsletters, and media appearances.

**IV. Details of payments:**
The consultant will receive payment in installments relevant to his/her qualification and in line with UN financial rules and regulations.

Payments will be made upon satisfactory completion and/or submission of outputs/deliverables (Monthly report).

- The payment amount will be disbursed into five separate and equal instalments subject to receipt and approval of the monthly report by UNODC.

**Note:** Payment is subject to approval of UNODC on all deliverables. Approval will only be granted based on quality assessment of deliverables submitted. A turn-around time of 7 working days should be factored in, for inputs from UNODC.
### IV. Competencies and Critical Success Factors

#### Professionalism & Functional Competencies:
- Promotes the vision, mission, and strategic goals of UNODC
- Demonstrates integrity by modeling the UN’s values and ethical standards
- Experience of managing relationships with policy makers, civil society and media.
- Knowledge of developing partnerships with other organizations.
- The ability to analyses and present information clearly.
- Ability to liaise with role players on highest levels.
- Proficiency in computers skills with knowledge in Microsoft Office software. Adobe Illustrator, InDesign, premiere, and Photoshop desired.
- Be conscientious and efficient in meeting commitments.

#### Planning and Organization
- Good planning and organizational skills and managing working relationships with different stakeholders,
- Ability to focus on priorities and meet strict deadlines.

#### Teamwork
- Work effectively within a team environment, lead and influence projects and coach individuals in accomplishing defined objectives/goals of the project
- Possess good interpersonal skills.

#### Communication
- Ability to communicate in English, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents.
- Demonstrable ability to communicate at a high level, both verbally and in writing.
- Ability to understand a variety of specialized tasks related to communication and information activities.

#### Core Competencies
- Demonstrates integrity by modeling the UN’s values and ethical standards
- Promotes the vision, mission, and strategic goals of UNODC
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism
- Fair and transparent decision making; calculated risk-taking

### V. Recruitment Qualifications

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<tr>
<th>Education:</th>
<th>Master’s degree in public relations, communications, journalism, or related field in communications, public relations, or related field. Strong academic record, outstanding writing ability and people-skills required.</th>
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<tr>
<td>Experience:</td>
<td>Minimum of one years’ experience in communications work. Well versed in the use of traditional and social media as a promotional tool. Strong commitment to human rights with cross-cultural experience and cultural sensitivity. Highly self-motivated and happy working independently with a remote team. Ability to prioritize and multi-task in a high-stress, heavy workload environment.</td>
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<tr>
<td>Language Requirements:</td>
<td>Proficiency in verbal and written English Language. Knowledge of other UN Languages, in particular, Portuguese will be an added advantage.</td>
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### VI. Application Requirements
**Assessment:** Evaluation of applications may include a written assessment which may be followed by a competency-based interview.

For enquiries, please contact Takalani Godobedza at takalani.godobedza@un.org

Interested candidates may send their Technical & Financial proposal, Cover Letter, Curriculum Vitae and completed P11 Form applications with the Subject line “**Consultant: Communications and Coordination**”

**Send to** Takalani Happy Godobedza: takalani.godobedza@un.org

*(incomplete applications will not be considered)*

These TOR’s will also be available on UNODC website:


**Correspondence will be limited to shortlisted candidates only**

UNCHDC reserves the right not to make an appointment.

**CLOSING DATE FOR APPLICATIONS:** 7 September 2020