I. Consultancy Information

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Communications and Visibility Consultant</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>Pretoria, South Africa</td>
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<tr>
<td>Duty Station/Home Based:</td>
<td>Home Based with travel to Southern Africa Region when required</td>
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<tr>
<td>Primary Supervisor:</td>
<td>Regional Representative</td>
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<td>Contract Type:</td>
<td>Consultant</td>
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<td>Proposed Period:</td>
<td>24 June – 31 August 2020</td>
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<tr>
<td>Duration:</td>
<td>50 days</td>
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<td>Consultancy Level:</td>
<td>B</td>
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<td>Salary range:</td>
<td>Approx. US$ 350 a day</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, Namibia, South Africa, Zambia and Zimbabwe. It operates under the joint UNODC-SADC Regional Programme, which includes thematic pillars aimed at addressing cross-border crime, as well as Justice and Health pillars.

In 2020, UNODC launched a European Union funded Southern Africa Migration Management (SAMM) Project (2020-2023) whose overall objective is to improve migration management in the Southern Africa and Indian Ocean region intends to recruit a communications consultant. This project is a joint one between UNODC, ILO, IOM and UNHCR.

III. Functions / Key Results Expected

**Summary of Key Functions:**

Under the direct supervision of the Regional Representative and working closely with the Programme Coordinator- Trafficking in Persons (TiP) and Smuggling of Migrants (SoM), the Communications Consultant will be responsible for the development of a Communication and
Visibility Strategy for UNODC ROSAF SAMM Project, its initial implementation, as well as to support communication activities of UNODC Regional Office in Southern Africa (ROSAF) to ensure coherency and broader outreach of communication messages and materials.

**Key Results Expected:**

   - Develop an awareness raising strategy, for the UNODC SAMM Project and for TIP /SOM according to UNODC and EU Requirements. It should contain, but not limited to:
     - Identification of the target audience and counterparts in designing the tailor-made communication activities in line with the objectives of the project;
     - Use of modern communication tools to develop communication messages and materials
     - A subset on media campaigns.
     - A subset on engagement with Civil Society.
     - In consideration of SAMM Member States’ Communication Regulations and Principles.

2. Develop and strengthen linkages and visibility of UNODC ROSAF SAMM Project, TIP and SOM and the European Union in the project context and identification of ways of enhancing visibility of UNODC mandate, curated for use by different audiences, to increase the visibility of the SAMM project and to create awareness among relevant stakeholders. This will include:
   - Outlining mechanisms to brand the aforementioned, internally and externally, and enhance recognition of its identity.
   - Development of templates for IEC material, including brochures, fact sheet, posters, e-newsletters, speeches, reports and other communication materials. This will be done in line with UNODC and EU Communication requirements and if applicable, the overall SAMM brand.
   - Development of content for ROSAF social media and website based on stories from the field, as well as issues that are relevant to the mandate of UNODC.
   - Manage UNODC website to accurately reflect and include all relevant reports, interviews, articles, analysis papers, and other related materials.
   - Produce human interest stories, case studies and features to share internally, with stakeholders and broader audiences.
   - Draft and/or edit publications to ensure clarity, consistency and readability of the text for the intended audience.
• Provide relevant articles and photographs for the quarterly UN magazine, InFocus.
• Adapt materials and publications to formats that can be readily used by each target audience.
• Draft and manage the design and distribution of reports, newsletters, and media appearances.
• Maintain strong relationships with key media representatives both regionally and internationally, including reporters, editors, producers, and correspondents to raise awareness on the objective of the project and of UNODC work, as well as to solicit support and engagement from different Media institutions.

3. Development and adaptation of COVID-19 messaging targeted for various audiences within UNODC mandate and SAMM Project scope.

4. Participate in SAMM Communication meetings, as required, with counterparts including Member States, UN Agencies, EU and Civil Society. In addition, contribute to the work of UN South Africa Communications Group, as relevant to the overall objective of this consultancy.

5. Perform other related duties, as assigned by the Regional Representative.

IV. Details of payments:

Payments will be made upon satisfactory completion and/or submission of outputs/deliverables.

i) The first installment amounting 50% of the total cost of the contract will be released upon signature of the contract and UNODC receipt of the first 25 days inception report.

ii) Final installment amounting 50% of the total contract will be made upon UNODC receipt and approval of the final report of the last 25 days of the contract.

V. 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
## VI. Recruitment Qualifications

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<th><strong>Education:</strong></th>
<th>Master’s degree in media relations, Journalism, Communication, Economics, Social Sciences, International Relations, Political Sciences or related field/combination. Strong academic record, outstanding writing ability and people-skills required.</th>
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| **Experience:** | Minimum of ten years’ experience in communications work. Well versed in the use of traditional and social media as a promotional tool. Previous experience in the development of communications, public relations and/or resource mobilization strategies as well as with a multilateral or international organization will be a distinct advantage.  
Strong commitment to human rights with cross-cultural experience and cultural sensitivity.  
Comprehensive media contacts in the region of Sub-Saharan Africa.  
Knowledge of, and previous working experience in the SADC Region would be an added advantage  
Highly self-motivated and happy working independently with a remote team.  
Ability to prioritize and multi-task in a high-stress, heavy workload environment. |
| **Language Requirements:** | Proficiency in verbal and written English Language. Knowledge of other UN Languages will be an added advantage. |

## VII. Application Requirements

A completed application must include: Financial proposal, Cover letter, CV with three contactable referees, and Personal History profile (UNDP P11 Form). Personal History profile must include past work experiences, information on computer skills, samples of Media production (articles, etc.) and include three contactable referees.

Interested candidates may send their completed application with the Subject line “Communications and Visibility Consultant” to Takalani Godobedza at takalani.godobedza@un.org (incomplete applications will not be considered). For enquiries, please contact Takalani at the provided email.

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

**Correspondence will be limited to shortlisted candidates only**  
*UNODC reserves the right not to make an appointment.*

**CLOSING DATE FOR APPLICATIONS:** 16 June 2020