Terms of Reference

I. Consultancy Information

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Individual <strong>Communications and Visibility Consultant</strong></th>
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<tbody>
<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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<td>Duty Station/Home Based:</td>
<td>Home Based with travel to Southern Africa Region as required.</td>
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<tr>
<td>Supervisor:</td>
<td>Regional Representative</td>
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<td>Contract Type:</td>
<td>Individual Consultant</td>
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<tr>
<td>Proposed Period:</td>
<td>September 2022- July 2023</td>
</tr>
<tr>
<td>Duration:</td>
<td>50 days- 5 days per month</td>
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<tr>
<td>Fee range:</td>
<td>$220- $300 per 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. Through the Criminal Justice and Integrity Pillar of its Regional Programme for Southern Africa (2013-2020), UNODC has implemented projects to strengthen the criminal justice institutions in the region by improving the effectiveness of investigation, prosecution, access to justice with focus on the needs of women and children.

It is against this mandate that UNODC ROSAF has launched its Phase II of the Gender-Based
Violence (GBV) project. GBV, is largely underreported phenomenon, causing many women to continue living in situations of violence, for various reasons. Campaigns over the past decades have contributed significantly to heightening awareness of GBV as a violation of human rights that affects society as a whole. These have helped to rally support for and influence change in legislative and policy frameworks, improved victim-centric service delivery, and increased reporting of GBV cases. In spite of such progress, however, violence against women and girls is still rampant in the SADC region. A protracted effort throughout society and across disciplines is needed to effectively address GBV.

Therefore, the purpose of this consultancy is to:
Develop and implement, communications and visibility interventions to support the Gender Based Violence Project Priorities in the SADC region, using the full range of modern communication tools, including social media and digital publishing.

### III. Functions / Key Results Expected

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<tr>
<th>Summary of Key Functions:</th>
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Under the supervision of the Project Coordinator for Gender Based Violence (GBV), the Communications Consultant will be responsible for the

- Development and implementation of a communications & visibility action plan that incorporates Gender Based Violence Project priorities in SADC Member States.

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<th>Key Results Expected:</th>
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1. A documented and implementable Action Plan that raises sensitization in countering gender-based violence in the SADC Region.

2. A compiled and implementable Communications and Visibility plan for the gender based violence
In increasing the visibility of the GBV Programme, the following should be considered:

a. Outlining mechanisms to brand the aforementioned, internally and externally, and enhance recognition of its identity.


c. Development of content for social media and website-based stories, human interest stories, from the field, related to GBV

3. Perform other related related tasks as identified.

### IV. Details of payments:

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

1. The first installment amounting to 20% of the total cost of the contract will be released upon UNODC receipt and approval of the inception report, which identifies substantial, innovative, recommendations for targeted high visibility, education and awareness events

2. Second installment amounting to 30% of the total costs will be made upon UNODC receipt and approval of final documents on the GBV Communications and Visibility Plan of Action, and implementation of visibility events for at least 5 months

3. Third installment amounting to 50% of the total contract will be made subsequent to development/implementation of key identified communications events, materials for GBV.

### 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.
## VI. Recruitment Qualifications

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<tr>
<th><strong>Education:</strong></th>
<th>Master’s degree in media relations, Journalism, Communication, 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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<tr>
<td><strong>Experience:</strong></td>
<td>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. Understanding and implementation of gender-based violence awareness programming is essential</td>
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<tr>
<td><strong>Language Requirements:</strong></td>
<td>Proficiency in verbal and written English Language. Knowledge of other UN Languages such as Portuguese and French is desirable, as materials will be required in SADC languages.</td>
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## VII. Application Requirements

A completed application must include: Financial and Technical 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 communication strategies, productions (articles, etc.) and three contactable referees.
Interested candidates may send their completed application with the Subject line “Communications and Visibility Consultant GBV” to Takalani Godbedza at unodc-rosaf.procurement@un.org (incomplete applications will not be considered).

These TOR’s will also be available on UNODC website: https://www.unodc.org/southernafirca/en/consultancies-and-opportunities.html

Correspondence will be limited to shortlisted candidates only.

UNODC reserves the right not to make an appointment.

CLOSING DATE FOR APPLICATIONS: 04 September 2022