

Terms of Reference

I. Consultancy Information	
Position Title:	Communications and Visibility Consultant
UN Agency:	United Nations Office on Drugs and Crime (UNODC)
Regional Office:	Pretoria, South Africa
Duty Station/Home Based:	Home Based with travel to Southern Africa Region when required.
Supervisor:	Regional Representative and GBV Project Officer
Contract Type:	Consultant
Proposed Period:	June – October 2021
Duration:	50 days
Consultancy Level:	B
Fee range:	\$220- \$300 per day

II. Organizational Context
<p>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.</p>

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

1. Develop and implement, an effective Education and Awareness Strategy and Framework of Action, to support the Gender Based Violence Project Priorities in SADC Member States. The framework of action should incorporate core principles, such as promoting multi-sector, multi-level approaches; combining approaches in multi-pronged strategies; and addressing intersectional issues.
2. Develop and implement an effective Communications and Visibility strategy that supports relevant operational priorities of UNODC, using the full range of modern communication tools, including social media and digital publishing.

III. Functions / Key Results Expected

Summary of Key Functions:

Under the direct supervision of the Regional Representative and working closely with the Project Coordinator- for Gender Based Violence (GBV), the Communications Consultant will be

responsible for the

- Development and implementation of Education and Awareness Events that support the Gender Based Violence Project priorities in SADC Member States.
- Development and implementation of a Communications and Visibility strategy that supports relevant operational priorities of UNODC ROSAF

Key Results Expected:

1. A documented and implemented strategy of targeted Education and Awareness events that raises sensitization and reporting of gender-based violence in the SADC Region. Pilot countries will be selected for purposes of intervention, based on assessment and consultation.
2. A compiled and implementable ROSAF Communications and Visibility strategy for the general office, to strengthen visibility of UNODC impact and to create awareness among relevant stakeholders.

In increasing the visibility of UNODC, the following should be considered:

- a. Outlining mechanisms to brand the aforementioned, internally and externally, and enhance recognition of its identity.
 - b. Development of templates for material, brochures, fact sheet, posters, e-newsletters, other communication materials.
 - c. Development of content for ROSAF social media and website-based stories, human interest stories, from the field, as well as issues that are relevant to the mandate of UNODC.
3. 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 to 25% 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
- ii) Second installment amounting to 30% of the total contract will be made subsequent to the implementation of 3 high-impact, visible, GBV education and awareness events
- iii) Third payment amounting to 20% of the total cost of the contract will be paid upon the development/implementation of key identified communications events, materials for ROSAF, as approved by the Regional Representative.
- iv) Final installment amounting to 25% of the total costs will be made upon UNODC receipt and approval of final documents on the ROSAF Communications and Visibility strategy for the general office, and GBV Education and Awareness strategy and framework of action.

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	
Education:	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.
Experience:	<p>Minimum of ten (10) 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.</p> <p>Strong commitment to human rights with cross-cultural experience and cultural sensitivity.</p> <p>Comprehensive media contacts in the region of Sub-Saharan Africa.</p> <p>Knowledge of, and previous working experience in the SADC Region would be an added advantage.</p> <p>Highly self-motivated and happy working independently with a remote team.</p> <p>Ability to prioritize and multi-task in a high-stress, heavy workload environment.</p> <p>Understanding and implementation of gender-based violence programming.</p>
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 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 Nolubabalo Golimpi at unodc-rosaf.procurement@un.org (*incomplete applications will not be considered*). For enquiries, please contact Nolubabalo at the provided email.

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

<https://www.unodc.org/southernafrika/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: 28 May 2021

UNODC is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous group and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNODC does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.