

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT
Communications and Multimedia Consultant (Writing, Editing and proofreading)

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Jordan Country Office
Purpose of consultancy:	<p>The consultant will provide the necessary support for enhancing visibility and communication for UNFPA Jordan Work with focus on supporting quality documentation and visibility for achieving its strategic transformative results of Ending Preventable Maternal Death; Ending the Unmet for Family Planning; and Ending Gender Based Violence and other harmful practices.</p> <p>In Jordan, UNFPA maintains and implement a number of key projects and innovative initiatives, including a health clinic and safe delivery services at the Berm, Zaatari and Azraq Refugee Camps and 9 GBV programs in host communities and two Syrian refugee camps in addition to the new resilience work associated with the CPD 2018-2022.</p> <p>UNFPA would like to document these projects and their positive impact on women and young people using film and human interest stories.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ol style="list-style-type: none"> 1. Write human interest stories on selected cases from UNFPA Program. These stories will be between 600-1000 words each. 2. Write press releases and contribute to the monthly ASRO newsletter for all major events and as requested by the UNFPA Jordan Representative. 3. Edit and proofread reports, proposals, publications and any other documents produced by JCO. 4. Manage social media platforms in collaboration with the communication associate. 5. Manage UNFPA JCO's website in collaboration with the communication associate. 6. Accompany UNFPA missions to the field for special journalists, donors and other high level visits for translation and interpretation (if needed). 7. Perform any other tasks as requested by the supervisor.
Duration and working schedule:	The total duration of the contract is 3 months, from 1 October – 31 December subject to renewal.
Place where services are to be delivered:	UNFPA will facilitate for the access to UNFPA centers and projects with the relevant authorities (Syrian Refugee Affairs Department - SRAD) or any other relevant sites/partners to facilitate the Consultant's work. UNFPA will facilitate transportation to and from the Berm, camps and other project sites and will attend days in the field with the consultant to ensure smooth delivery.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	UNFPA Representative, in close collaboration with the program team will be responsible for liaising closely with the Consultant on a regular basis to monitor progress, for coordinating the field visits.

Expected travel:	Field travel to project sites.
Required expertise, qualifications and competencies, including language requirements:	<p>Education, Knowledge and Experience:</p> <ul style="list-style-type: none"> • Advanced degree in Journalism, Media, Communication, or any related field with at least 3 years of relevant experience in journalism, and general organizational communication OR Bachelor Degree with at least 5 years of relevant experience in journalism and general organizational communication. • Experience in the usage of computers and office software packages (MS Word, Excel, etc.). • Experience in handling web-based management systems. <p>Language Requirements:</p> <ul style="list-style-type: none"> • Fluency in English (both written and oral) Arabic is required. Working knowledge of another official UN language is an asset. • Excellent written communication and editing skills • Excellent interpersonal skills, with the ability to build strong relationships with a variety of media stakeholders.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	This consultancy is an office based. An office desk and laptop will be provided. UNFPA office will also facilitate the security permissions to enter the camps as well as transportation for all associated UNFPA work on this consultancy.
Other relevant information and requirements or special conditions, if any:	<ul style="list-style-type: none"> • Proven record of similar work experience. • Experience in film making and proof of work. • UNFPA reference on credentials. • S/he would need to be knowledgeable on UNFPA’s mandate in relation to SRHR. • Has team spirit and is capable to work with the young people, women and refugees of a diverse background without bias.
<p>UNFPA Work Environment UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.</p> <p>How to Apply: Interested national/international applicants are advised to send their resumes, in addition to a cover letter to the email address JCO-Consultants@unfpa.org before the deadline of 8 October 2019 Please indicate the Consultancy Title in the e-mail's subject, otherwise your application may not be noticed.</p>	