



**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT
Communication and Multimedia Consultant**

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 through videos and human interest stories.</p>
Scope of work: (Description of services, activities, or outputs)	<ul style="list-style-type: none"> • Write human interest stories on selected cases from UNFPA Program. • Write press releases and contribute to the monthly ASRO newsletter for all major events and as requested by the UNFPA Jordan Representative. • Edit and proofread reports, proposals, publications and any other documents produced by JCO. • Manage social media platforms in collaboration with the communication associate, by developing an engaging content (videos, stories, photos, infographics, ...etc) • Manage UNFPA JCO's website in collaboration with the communication associate. • Accompany UNFPA missions to the field for special journalists, donors and other high-level visits for translation and interpretation (if needed). • Perform any other tasks as requested by the supervisor.
Duration and working schedule:	The total duration of the contract is 3 months, from 15 February – 15 May subject to renewal.



<p>Place where services are to be delivered:</p>	<p>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 camps and other sites and will attend with the consultant to ensure smooth delivery.</p>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The Communication Associate in close collaboration with UNFPA Head of Office and the program team will be responsible for liaising closely with the Consultant on a regular basis to monitor progress, for coordinating the field visits.</p>
<p>Expected travel:</p>	<p>Field travel to project sites.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Education, Knowledge and Experience:</p> <ul style="list-style-type: none"> • Bachelor Degree in Journalism, Media, Communication, or any related field with at least 3 years of relevant experience, 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. • Experience in design and the usage of Adobe CC software packages (Photoshop, Illustrator, InDesign, Premier... etc.). • Excellent interpersonal skills, with the ability to build strong relationships with a variety of media stakeholders. <p>Language Requirements:</p> <ul style="list-style-type: none"> • Fluency in spoken and written English and Arabic is required. • Working knowledge of another official UN language is an asset. • Excellent written communication and editing skills
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>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.</p>



Other relevant information and requirements or special conditions, if any:

- UNFPA JCO shall pay the consultant on a monthly basis.
- A proven record of similar work experience to be provided by the consultant.
- Experience in filmmaking and proof of work to be provided by the consultant.
- The consultant must have a team spirit and be able to work with young people, women and refugees from diverse backgrounds without bias.
- Working hours: 8 hours per working day. Consultant can take one day off in lieu of each 8 extra hours.

UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, 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.

How to apply:

Interested individuals with the required qualifications and experience should submit their application to jco-consultants@unfpa.org, with the subject line “Communication and Multimedia Consultancy”.

The application should include:

- A cover letter, indicating the candidate’s motivation for this consultancy and relevant expertise and experience.
- A copy of academic qualifications (University Degree).
- Duly completed [P11 UN Personal History Form](#) (only P11 Form will be considered)
- A proven record of similar work experience.
- Experience in filmmaking and proof of work.
- Names and contact information of three references.

The closing date for the submission of applications is **31 January 2022** at 11:59 p.m. (Amman time).

Only those candidates who meet all qualifications and experience will be contacted for further consideration. Incomplete applications will be automatically disqualified.