

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT
Human Interest Story Writer

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Jordan
Purpose of consultancy:	UNFPA-Jordan is looking for a qualified individual to provide technical assistance to write Human-Interest Stories (HIS) highlighting the impact of UNFPA's Sexual and Reproductive Health (SRH) Clinic and Women and Girls Safe Space (WGSS) in Zaatari Camp for Syrian Refugees that is funded by ECHO.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Objectives of the Assignment</p> <p>UNFPA would like to document the achievements realized in implementing these projects in a structured manner, focusing on identifying the specific factors of success, summarizing the actual actions being undertaken on the ground, describing the impact of these interventions on the lives of those whom it is being implemented for, and to highlight the role of ECHO's fund. These stories will be shared with partners and the general public. The specific objectives of the assignment are as follows:</p> <ul style="list-style-type: none"> • Document human-interest stories (HIS) from the implementation of the projects in terms of improving the reproductive health status of individuals and improving access to quality GBV services. • Create an Information Pack from compiled materials to be used in reporting to the donors and to be used on UNFPA's digital platforms (social media and website). <p>Outputs/Deliverables</p> <p>The following deliverables are expected from the consultant:</p> <ul style="list-style-type: none"> • Production of human-interest stories on the SRH Clinic and the WGSS in English and Arabic. • The stories must include powerful quotes from beneficiaries and IPs. • The story narrative should be written in a creative way which needs to be supported by quality photos. • Prepare a short narrative or profile before writing a full story. • Draft the story, and submit for comments. • Incorporate the comments from UNFPA's Communication team and relevant Programme teams. • Submit the final version (both – English and Arabic) including photos with captions. • The first story to be submitted after one week from receiving the permit to enter Zaatari camp. • The total number of required stories is, tentatively, five stories (subject to change). • The last story to be received by 15 August 2021.
Duration and working schedule:	1 May – 31 August, 2021.
Place where services are to be delivered:	Zatarai Camp

Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>1 May – 31 August, 2021.</p> <p>The payment will be based delivering of a number of Human Interest Stories on the SRH Clinic and the WGSS in English and Arabic (written article plus photos) to be reviewed and approved by the communication team.</p> <p>The consultant will work remotely, produce and submit deliverables electronically. All deliverables are exclusive to UNFPA</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Communication team will be responsible for the quality and content control and will be responsible for liaising closely with the Consultant on a regular basis to monitor progress, for coordinating the field visits.
Supervisory arrangements:	The consultant will be under the supervision of the Communication focal point at JCO. Certificate of payment to be submitted by the communication team for each Human Interest Story's payment.
Expected travel:	Expected travel to Zaatari camp
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • University Degree in translation, languages, Media or Business administration. • The consultant must have at least 5 years of experience in creative story-writing for a diverse audience. • Significant experience in writing, editing and documenting human-interest stories for different level audiences is a prerequisite. • Good understanding of UNFPA's work with refugees. • Excellent knowledge, experiences and skills in editing. • Proven experience in working with international organisations (successful experience in working with UN agencies is an added advantage); • High sense of journalistic ethics and in-depth understanding of human right issues.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA office will provide the security permission to enter the camps . Consultant will be responsible for his/her transportation for all associated UNFPA work on this consultancy.
Other relevant information or special conditions, if any:	<p>Payments will be paid upon satisfactory completion of each Human Interest Story to be delivered in soft copy electronically.</p> <p>A sample of prior similar work done by the consultant as individual is required along with a financial proposal indicating the cost per 250 words (one page).</p>

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 is committed to workforce diversity and inclusion and promotes equal opportunities for all including persons with disabilities.

How to apply:

Interested candidates are kindly requested to provide us with their P11s, copy of academic credentials, motivation letter, financial proposal (in a separate file attachment) along with a sample of work, through the email address: jco-consultants@unfpa.org , indicating the Consultancy Title in the e-mail's subject, **by 27 April 2021, 23:59 pm.**

Failure of candidates to submit a duly completed P11 form, as well as false representations on this form, shall constitute sufficient grounds for withdrawal of further consideration of the application. All information provided by candidates will be treated as strictly confidential.

Candidates whose proposals are seriously being considered will be contacted.