

**TERMS OF REFERENCE FOR CONSULTANT
Campaigning and Advocacy Assistant**

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Jordan Country Office.
Purpose of role:	<p>UNFPA is recruiting a Campaigning and Advocacy Assistant to provide vital and varied support to the campaigns work of the Gender Based Violence (GBV) Team, contributing to development, implementation and evaluation of campaigns work and the advocacy work around the sexual and reproductive health and rights agenda.</p> <p>The assistant will be a focal point for the International Day of the Girl Child and 16 Days of Activism and ensure they are implemented effectively, in addition to other campaigns marking relevant international days and recurrences.</p> <p>We are seeking a young individual with great potential and experience in campaigns. You would be joining the GBV team and support UNFPA efforts and the coordination of the interagency campaign of the GBV WG for 16 days and International Day of the Girl Child as well as promote implementation of advocacy strategy to advance SRHR agenda, contributing to gender equality. The incumbent will be requested to assist in specific tasks for the GBV programme as required.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>UNFPA Jordan Country Office has been leading interagency efforts for advocacy and campaign on ending violence against women and girls in Jordan</p> <p>Specific Objectives</p> <ul style="list-style-type: none"> • Support Interagency events • Develop UNFPA campaigns for activities for the 16 Days of Activism Campaign and helping to organise interagency events, liaising with operations for implementation; • Develop UNFPA campaigns for activities for International Day of the Girl Child and other relevant campaigns linked to the mandate • Finalize and share visibility and Communication products on GBV programme • Increase network and outreach of the campaigning efforts with CBOs, CSOs and women organisations. • Ensure documents are well stored and act as focal point for iDocs <p>Tasks will include but not limited to:</p> <ul style="list-style-type: none"> • Assisting with the mobilisation of supporters, groups and organisations ; • Assisting with drafting campaigning letters and e-mails, as well as event invitations; • Engage with youth and women groups and youth team to ensure youth and women led campaigns;

	<ul style="list-style-type: none"> • Working with the GBV team to prepare budget for the campaign and keep track of expenditures; • Liaise with the communication team to develop advocacy messages around key dates, helping to draft news releases, social media posts, articles on the campaign under the direction of GBV specialist and in coordination with the Communication officer; • Monitoring and reviewing existing and potential project proposals, and helping to research and identify policy implications related to those proposals; • Logistical support for organization of campaigning task force including follow up with different partners; • Follow up on production and distribution of information, education and communication (IEC) materials; • Support the development and implementation of UNFPA action for the campaign, including mapping of potential partnerships; • Translate materials from and to Arabic; • Attend preparation meetings in the field to offer support as needed; • Develop reports on the implemented campaigns; • Document lessons learnt and good stories; • Support with the upkeep of relevant website sections; • Support the prevention component of GBV programming; • Support programme components linked to the SRHR; • Ensure advocacy and campaigning work is aligned with sub national WGs; • Conduct field visits at WGSS as requested; • Perform any other tasks as requested by the supervisor.
Duration and working schedule:	1 st of August 2022 to 31st December 2022, with the possibility of extension according to need and budget availability
Place where services are to be delivered:	UNFPA Jordan Office, Amman/Jordan.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>(Delivery will be electronic).</p> <ul style="list-style-type: none"> • A Monthly Progress Report approved by the direct supervisor. (By the end of each month except December) • A Final narrative report on the 16 days of Activism Campaign (30 December 2022) • A Final narrative report on the International Day of the Girl Child (15 November 2022)
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> • Weekly meeting as appropriate with UNFPA's focal point. • A detailed methodological note specifying clear steps required for carrying out the objectives submitted within one week of the start. Final version to be submitted after 10 days. • A final consultancy report

Supervisory arrangements:	The consultant will work under the supervision of UNFPA Jordan's GBV Programme Specialist
Expected travel:	To Zaatari and Azraq camp for working group and campaign events- transportation arranged by UNFPA
Required expertise, qualifications and competencies, including language requirements:	<p>Academic Qualifications : Bachelor degree.</p> <p>Qualifications related to the Theme :</p> <ul style="list-style-type: none"> • 2-4 years of experience in campaigning and/or communications teams. • A commitment to UNFPA's mandate and excellent knowledge of the violence against women and girls (VAWG) theme, especially in the context of Jordan and of issues related to the multi-sectoral service delivery, and an understanding of sexual and reproductive health and rights (SRHR). • Expertise in the field of human rights and gender. • Previous experience in participating and/or leading campaigns. • Ability to juggle competing priorities and work to tight deadlines. • Strong interpersonal skills with the ability to engage people at all levels and different backgrounds. • Creativity and a talent for developing innovative campaigns/communications. • Understanding of print and digital communications channels and how to harness them. <p>Language : Written and oral proficiency in English and Arabic.</p> <p>Research Qualifications :</p> <ul style="list-style-type: none"> • Ability to collect research GBV information and related data • Ability in supporting the design and conducting surveys contributing to gender analysis • Ability to organize and support focus group discussions. • Ability to process and synthesize information from various sources and compile it into a report that is accessible and useful to various stakeholders.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA Jordan Country Office will provide the successful candidate with relevant documents and facilitate his/her access to implementing partners and other stakeholders.

<p>Other relevant information or special conditions, if any:</p>	<p>Individual consultants are welcome to apply, submitting a CV and motivation letter along with a sample stakeholders mapping around the campaign 16 Days of Activism.</p> <p>UNFPA will ensure an inclusive work environment, and welcomes applications from qualified persons with disabilities.</p> <p>In the event that the individual works under the IC is requested to work more than the established working hours (36 hours a week) , provided that it does not exceed 40 hours extra time per month. In such cases, s/he will not entitled to overtime pay, but can take one day off in lieu of each 8 extra hours.</p>
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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 “**Campaigning and Advocacy Assistant**”.

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.
- Duly completed [P11 UN Personal History Form](#) (only P11 Form will be considered)
- Names and contact information of three references.

The closing date for the submission of applications is **30 July 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