



Terms of reference for the recruitment of a national individual consultant to support the documentation and visibility of EU and UNPRPD supported programmes in UNFPA Eswatini Country Office

Duration:	11 months, with a possibility of an extension
Type of contract:	Individual Contract – Communication, GS2
Location:	Mbabane, Eswatini
Proposed Period:	Nov 2024 - September 2025
Organizational unit:	UNFPA, Country Office

1.0 Background

The United Nations Population Fund (UNFPA) is an international development agency that supports countries in using population data for policies and programmes to reduce poverty and ensure that every pregnancy is wanted, every child birth is safe, and every young person's potential is fulfilled. In partnership with the European Union (EU) and the United Nations Partnership on the Rights of Persons with Disabilities (UNPRPD), UNFPA is committed to advancing the rights of all individuals, including persons with disabilities and survivors of gender based violence.

The Communications IC will play a crucial role in enhancing the visibility and impact of programmes funded by the European Union and UNPRPD, ensuring that communication efforts align with the objectives of these partnerships. Documented information will promote evidence based advocacy, policy decisions and programming. This position is field based and will support the documentation and dissemination of human interest stories, best practices and ensure visibility of the programme.

2.0 Purpose

The primary objective of the Communications IC is to implement a communication plan for these projects highlighting field based achievements, challenges, and impact of the EU and UNPRPD funded programmes. The IC will support the development of donor friendly IEC materials, aligned with the respective guidelines of the EU and UNPRPD, and effectively disseminated to targeted audiences. Furthermore, the IC will provide technical support to the project partners in communications and visibility for the two projects.

3.0 Scope

1. Visibility and communication n Plan development:

- a. Develop and implement a communication and visibility plan for EU and UNPRPD funded projects.
- b. Identify key messages and audiences for communication efforts.
- c. Ensure that the communication plan aligns with the objectives and guidelines of the EU, UNPRPD, and UNFPA.
- d. Document success stories from programme for dissemination



2. Content Creation and Dissemination:

- a. Produce high-quality communication materials, including press releases, human interest stories, newsletters, social media content, and reports.
- b. Coordinate the production of multimedia content such as videos, infographics, and photo stories.
- c. Ensure all communication materials are accurate and adhere to the branding guidelines of UNFPA, EU and UNPRPD.

3. Stakeholder Engagement:

Build and maintain relationships with key stakeholders, including EU and UNPRPD focal points, partners, media, and beneficiaries.

4. Facilitate the dissemination of information to stakeholders through various channels.

- a. Organise events, and briefings to showcase the impact of the programmes.
- b. In collaboration with the programme coordinator, monitor and evaluate the effectiveness of communication efforts.
- c. Collect and analyse data on the reach and impact of communication materials.
- d. Provide regular reports on communication activities to the EU, UNPRPD, and UNFPA.
- e. Provide training and support to implementing partners on effective EU and UNPRPD communication and visibility.
- f. Develop tools and resources to enhance the communication capacity of the team.
- g. Create a field visit schedule for programme reporting as required.

5. Carry out any other communication duties as assigned by the Country Office

4.0 Timeframe

The consultancy is for an initial period of 11 months with a possibility of an extension.

5.0 Expected deliverables;

Hard Copies and Electronic files.

6.0 Management and Organisation

The consultant shall work under the overall and direct supervision of the Hlonipheka- Thriving for dignity Project Coordinator, with oversight of the UNFPA Head of Office. This team will work with the consultant in ensuring delivery of the milestones of the work assigned.

7.0 Qualifications required;

- a. Undergraduate degree (Bachelor's Degree or equivalent) in the fields of Communications, Journalism, Social Sciences, and any relevant development studies
- b. A minimum of 3 years of experience in communications, development and coordination.
- c. Familiarity with UNFPA and the Hlonipheka - Thriving for Dignity and the UNPRPD programme.
- d. Excellent communication and facilitation skills.



8.0 To apply

Interested candidates who meet the above qualifications should submit his/her letter of expression of interest, proposal and budget (with clear daily rate) including CVs to UNFPA's PA/Human Resources Associate email address, mlotsa@unfpa.org or hand delivered at UNFPA Offices, UN House, 4th floor, Corner of Somhlolo Street and Madlenya Road, Mbabane, Eswatini.

Applications should also have a curriculum vitae, certified copies of certificates, names and contacts of three referees, a filled copy of the attached P11 form.

Deadline for applications: Saturday, **9th November 2024**.

Applications received after the closing date will not be considered.

Only shortlisted candidates will be contacted.