

Terms of Reference

National or International consultant: International

Description of the assignment (Title of consultancy): Communications Advisor to the Resident Coordinator for Lebanon.

Project Title: UN Resident Coordinator System – No. 116769

Period of assignment/services: a maximum number of 40 working days over a period of six months, starting on 1 December 2019 – 31 May 2020.

1. Background / Project Description

The position is located in the Office of the United Nations Resident Coordinator (RC) for Lebanon. The RC is the highest-ranking representative of the United Nations development system in Lebanon.

The Resident Coordinator system is focused on the advancement of sustainable development, leaving no one behind, and with the eradication of poverty in all its forms and dimensions as an overarching objective, consistent with the integrated nature of the 2030 Agenda for Sustainable Development.

Within this framework one of the core responsibilities of the RC is to lead and enhance, together with the UN Country Team, strategic communication that advances UN system efforts and collective results to promote the 2030 Agenda, including for national goals and priorities for sustainable development to generate positive public support and ownership.

In this context, the RC office is seeking a qualified candidate for a **6-month part-time** consultancy as a senior communications advisor to the Resident Coordinator.

2. Scope of work, responsibilities and description of the proposed analytical work

The consultant is expected to produce various high-quality and high-impact communication products. In particular, the consultant will undertake the following tasks:

- Propose contextualized and timely topics for opinion articles by the RC based on the country developments and in line with the global UN priorities, including the Agenda 2030 for Sustainable Development and the Sustainable Development Goals (SDGs);
- Develop and produce high-quality content for opinion articles, speeches, official remarks, compelling stories and other advocacy knowledge products that are targeted at specific key audiences;
- Engage with international media outlets to maximize the RC's outreach and secure RC's interviews with high-ranking journalists and prominent media outlets with a view to amplify the UN's overall messaging and relevance;

- Provide training sessions to UN staff members on communication-related skills, including speechwriting, OP-ED writing, public speaking, and impactful storytelling.

3. Expected Outputs and deliverables

Based on the above section, the consultant's key deliverables will consist of the following:

- Well-written, impactful and contextualized speeches and official statements for the RC;
- Well-written and well-researched thematic OP-EDs for the RC;
- Regular meetings with international media outlets (joint and one-on-one)
- List of newly approached international media actors and outlets;
- Brief plan of a proper communication strategy for the RC so as to maximize his outreach and respond to emerging needs, including the current popular protests;
- Training provided to RCO staff on communication-related skills (such as public speaking, speech writing and other knowledge products' creation etc.).

4. Institutional arrangements

The Individual Contractor/Consultant will be working under the overall supervision and general guidance of the Resident Coordinator and in close coordination with the Team Leader of the Resident Coordinator Office and the RCO Communication Officer.

5. Duration of work

The contract will be for a maximum number of 40 working days over a period of six months, starting on 1 December 2019 – 31 May 2020.

6. Duty station

The consultant will be working remotely with occasional visits to the RC Office located in downtown Beirut. He/she will be requested to attend urgent internal coordination and follow-up meetings as well as take part in external outreach activities, as required.

The consultant is expected to have his/her own computer/working equipment and should ensure constant access to the internet, in order to respond to urgent requests and calls of duty.

7. Requirements for experience and qualifications

I. Academic Qualifications:

A first-level university degree in social sciences from an internationally accredited University, or academic institution of equivalent status.

II. Years of experience:

A minimum of 10 years of proven work experience in the field of journalism, including news generation, speech writing as well as other editorial and language-related functions.

III. Technical experience:

Ability to distil raw material into compelling stories and thematic pieces/opinion articles.

Creative writing skills, professional editorial skills, sensitivity to complex political contexts and profound knowledge of Middle Eastern issues in general and Lebanon's socio-economic and political context in particular.

IIV. Competencies:

A perfect command of written and spoken English (English must be the candidate's native language)

Computer software skills, including experience in website building platforms and video editing software programs.

8. Scope of Price Proposal and Schedule of Payments

The payment will be issued based on daily fee for deliverables.

9. Criteria for selection of the best offers

This section should indicate all the criteria which shall serve as basis for evaluating offers, which may be done in either of the following manner:

- a) Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<i><u>Technical Competence</u></i>	70%	100
<ul style="list-style-type: none"><i>Educational background:</i> A first-level university degree in social sciences from an internationally accredited University, or academic institution of equivalent status.		10
<ul style="list-style-type: none"><i>Technical experience:</i> A minimum of 10 years of proven work experience in the field of journalism, including news generation, speech writing as well as other editorial and language-related functions.		20
<ul style="list-style-type: none"><i>Technical experience:</i> Ability to distil raw material into compelling stories and thematic pieces/opinion articles. Creative writing skills, professional editorial skills, sensitivity to complex political contexts and profound knowledge of Middle Eastern issues in general and Lebanon's socio-economic and political context in particular.		30

<ul style="list-style-type: none"> • <i>Language:</i> <p>A perfect command of written and spoken English (English must be the candidate's native language)</p>		<i>10</i>
<i>Financial (Lower Offer/Offer*100)</i>	<i>30%</i>	<i>100</i>
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	