

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title	National Communications Consultant
Organization	Office of UN Resident Coordinator
Post Level	Junior National Consultant, Individual Contract
Cluster/Project	Office of UN Resident Coordinator
Duty Station	Phnom Penh, Office-based
Duration	105 working days (1 September 2020 – 31 January 2021)

2. Background and Project Description

We are marking this year the 75th anniversary of the United Nations as we also commence a Decade of Action to deliver the SDGs by 2030. The Secretary-General's intention is to rollout a global listening tour and make this as large and inclusive as possible.

At a time of what many have referred to as a 'hinge moment in history', a time of great transition and uncertainty, it is vital that we all work together to position our Organization as a platform for people everywhere to share their thoughts around current and emerging global trends. The Secretary-General would like to provide as many people as possible the chance to have a conversation with the United Nations. He wants them to share their hopes and fears with us, and for us to learn from their experiences. We hope that these conversations will spark ideas for building the future we want and the United Nations we need. We are launching surveys and dialogues around the world to do so. And we are giving a priority to the voices of young people.

The Communications Consultant will work to support the UN 75 public outreach campaign, particularly in the area of communications and multi-media production.

Qualified female candidates are strongly encouraged to apply.

3. Objective and Scope of Work

Under the overall guidance of RCO Team Leader and direct supervision of RCO Communications Officer, the Communications Consultant will assist in the production of multi-media and communications products:

- Support design and ongoing implementation of the UN 75 campaign in Cambodia in order to increase population-wide participation, especially from vulnerable and marginalized groups and youth;
- Produce social media content including infographics, visuals and short video clips;
- Support and coordinate designs and productions of communications and outreach materials; including brochures, leaflets, booklets, presentation, reports;

- Support organizing campaign related events/activities; optimizing existing and planned UN agency offline and online events or workshops as opportunities to run UN75/Future We Want conversations, such as the UN Day (October) and Human Rights Day (December) celebrations in 2020.
- Maintain websites, social media platforms and databases as assigned;
- Measure campaign outreach and suggest areas and ways for improvement.

4. Expected Specific Outputs and Deliverables

The National Communications Consultant will be paid on a lump sum basis under the following installments.

Deliverables/Outputs	Estimated Duration of Works	Target Due Dates	Review and approvals required
1. Social media content - infographics, visuals and short video clips - for UN 75 Campaigns designed and produced	20	31 December 2020	UN Communication Officer and the RCO team leader
2. Outreach communications materials for UN 75 Campaigns designed and produced	15	31 December 2020	UN Communication Officer and the RCO team leader
3. Social media contents and outreach communications materials for UN day and other campaigns such as Human Rights Day designed and produced	30	31 October 2020	UN Communication Officer and the RCO team leader
4. Technical support to RCO communications activities provided, such as organizing online and offline events	40	31 January 2021	UN Communication Officer and the RCO team leader
Total	105 days		

5. Institutional Arrangement

The Consultant will be under the overall guidance of the RCO team leader, and under the direct supervision of UN Communication Officer.

The deliverables/outputs will be reviewed and approved by the direct supervisor

6. Duration of the Work and Duty Station

The consultant will work for 105 working days over the period of September 2020 to January 2021. A more detailed work plan of the assignment will be further elaborated by the Consultant and in discussion with the supervision. The duty station of the work is Phnom Penh, Cambodia with expectation to travel to provinces for stakeholder consultations. The travel related costs for this assignment will be covered by UNRCO.

7. Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none">• Bachelor's Degree in journalism, communications, media or media management, or media and communications.
Experience:	<ul style="list-style-type: none">• 2- 3 years of experience in working across the communications spectrum including in producing and publishing media and multi-media content;• Experienced in photography, videography and graphic designs;• Experienced in organizing events (workshop, launching events, etc.)• Experienced in managing social media platforms (e.g. Facebook, Twitter, blog platforms)• Previous experience in UN communication and social media engagement is an advantage.
Competencies	<ul style="list-style-type: none">• Time management (in managing deliverables);• Team management;• Professionalism, courtesy, patience;• Multimedia technical competencies• Outstanding inter-cultural communication, networking and coordination skills.
Language Requirement:	<ul style="list-style-type: none">• Excellent written and oral English.• Proficiency in Khmer.

8. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor.

Technical Evaluation Criteria	Obtainable Score
Bachelor's Degree in journalism, communications, media or media management, or media and communications	20
2- 3 years of experience in working across the communications spectrum including in producing and publishing media and multi-media content;	30
Experience in photography, videography, graphic designs and organizing events	30

Experience with managing social media platforms (e.g. Facebook, Twitter, blog platforms).	20
Total Obtainable Score	100

Only candidates obtaining a minimum of 70 points (70% of the total technical points) would be considered for the Financial Evaluation.

9. Payment Milestone

The consultant will be paid on a lump sum basis (all-inclusive of expense relate to the above assignment and any tax obligation) under the following installments.

No	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of deliverable output of Output 1: 20% Output 2: 20% Output 3: 50% Output 4: 10%	30 September 2020	20%
2	Upon satisfactory completion of deliverable output Output 1: 40% Output 2: 40% Output 3: 100% Output 4: 10%	30 October 2020	20%
3	Upon satisfactory completion of deliverable output Output 1: 60% Output 2: 60% Output 4: 50%	30 November 2020	20%
4	Upon satisfactory completion of deliverable output Output 1: 80% Output 2: 80% Output 4: 75%	30 December 2020	20%
5	Upon satisfactory completion of final deliverable output Output 1: 100% Output 2: 100% Output 4: 100%	30 January 2020	20%