

TERM OF REFERENCE:

Consultant to support UN 75 anniversary coordination

Background

This year marks the 75th anniversary of the United Nations. A global dialogue was launched by the Secretary General in January 2020 to have the most inclusive and furthest reaching conversation on the role of global cooperation in shaping a better future for all by the organisation's 100th birthday in 2045.

Across the world discussions have been had in all settings, from classrooms to boardrooms, reaching out to as many people as possible and building partnerships with youth, civil society, business and media to discuss our priorities in the face of serious challenges to humanity globally such as the climate crisis, inequality and sustainability under the banner of UN75.

UN75 is being marked at a time of great disruption in the world, with an unprecedented global health crisis creating severe economic and social impacts. The present COVID-19 pandemic focuses our mind on the socio-economic impact of the outbreak on the ability of Member States to fulfil the ambitions of the 2030 Agenda. The pandemic has connected humanity in a common goal in a way that has not occurred in our living memory. Our collective defining of the future that we want cannot be more critical than now.

UN Day 2020 is a time for reflection in Liberia - to look back at how far the world has come since the conception of the UN 75 years ago, but critically, a time to commit ourselves to a brighter, greener, healthier, more equal and peaceful future for all.

Consultancy

This Consultant is expected to support the Office of the Resident Coordinator, the UN Country Team and the UN Communications Group on the high-profile delivery of UN 75 anniversary related events across Liberia. The primary responsibility of the consultant will be to lead and take ownership of all the events-planning related to the advocacy and outreach of the UN 75. S/he will work to ensure that all the necessary elements for each activity are in place, and that all events are successfully organized in a smooth and efficient manner.

The Consultant is expected to support the following activities:

1. **Support to the Office of the Resident Coordinator, UN Country Team and the UN Communications Group (UNCG)**
 - Formulate and lead the implementation of a workplan to celebrate 75 anniversary of the UN and ensure timely follow-up to directions, including the effective dissemination of information to relevant stakeholders;
 - Identify, prepare and/or organize information and briefing materials for the RC, UNCT and the UNCG as required to facilitate planning and decision-making;
2. **Lead on events planning and execution**
 - Create a master plan for celebrating the 75th anniversary

- Lead the implementation of the event plan for each individual activity, identifying the participants, panellists, assigning responsibilities and deadlines, and ensuring adherence;
- Working with the Communications Group to ensure speeches, briefings, talking points, PowerPoint presentations, leave-behinds, press kits, or other materials are prepared as needed, and/or that media outreach is conducted effectively as applicable;

3. Partnership Building

- Establish and facilitate a dialogue between the UN system colleagues and counterparts, Permanent Missions, Governments, NGOs, partners, donors and other stakeholders.
- Help to identify areas of cooperation and coordination to achieve coherent and aligned joint activities as appropriate;

4. Communication and Advocacy

- Working in close coordination with Communication Group to provide a strong support in helping to **develop and implement** an overarching communication plan at the country level.

Deliverables

1. Approved Plan for the event, including individual plans for each activity, with clearly stated key functions, roles & responsibilities and milestones;
2. **Full implementation of the approved plan;**
3. **Communication products for UN visibility (social media, website etc)**
4. Short close-out report for the event, with lessons learned from event-management perspective;
5. Communications matrix and outreach plan;
6. Partnerships/key influencer plan.

Duration

This assignment will take approximately 20 working days over a period of four weeks. The consultant should develop a proposal with a clear timeline for deliverables as stipulated above.

Academic Qualifications:

The consultant should have a minimum university degree in social sciences, international relations, development studies, business, communications or a related field

Experience

1. Sound relevant experience in coordinating complex, multi-stakeholder, multi-country events in the Liberia.
2. Familiarity with and previous experience with the UN or similar environment;
3. Previous experience working with and engaging the diplomatic community and donors across Liberia;
4. Excellent writing, planning, research, communication and reporting skills and demonstrated ability to perform well in a multi-cultural environment;

5. Fluency in English, excellent oral and written communication skills and outstanding interpersonal skills