

**Terms of Reference (TOR)**  
**Communication Specialist**  
**Joint programme Leaving No One Behind, Building Resilience, and Improving**  
**Livelihoods of Indigenous and Tribal Peoples (ITPs) in Suriname**

**I. Position Information**

Post Title: Communication Specialist

Level: Individual Consultant/Contract (IC)

Joint programme: Leaving No One Behind, Building Resilience, and Improving  
Livelihoods of Indigenous and Tribal Peoples (ITPs) in Suriname (JP LNOB)

Supervisor: Programme Manager and Lead PUNO

Duty Station: Paramaribo, Suriname

Duration: Part time – One year extendable based on performance and fund availability

**II. Background Information**

The Joint Programme Leaving No One Behind, Building Resilience, and Improving

Livelihoods of Indigenous and Tribal Peoples (ITPs) in Suriname (JP LNOB) is intended to address the multi-dimensional vulnerabilities of Indigenous and Tribal Peoples in Suriname through an overarching, integrated policy framework aimed at improving the quality of life for ITPs and a series of small Integrated Rural Development Initiatives (focused on essential services and employment) to test these policy interventions in a participatory manner.

The Joint Programme (JP) will seek to contribute to the development of an integrated policy which is in alignment with the International Conventions, Treaties and Agreements on the Rights of Indigenous Peoples such as the ILO Indigenous and Tribal Peoples Convention, 1989 (No. 169), the UN Declaration on the Rights of Indigenous Peoples of 2007 (UNDRIP), and the outcome document of the 2014 World Conference on Indigenous Peoples.

This is all in-line with the “Leave No One Behind” principle and contributes to the achievement and acceleration of SDGs 1, 2, 5, 16 and 17. While these will be the primary SDGs that the JP should impact, the interrelated nature of the SDGs means that all Goals will be influenced by the implementation of this Joint Programme.

On April 1st, 2022, the JP was launched by the UN organizations (UNDP, UNICEF, UNFPA, UNWOMEN, FAO) together with the relevant partners from the Government of Suriname, civil society including Indigenous and Tribal Peoples Umbrella Organisations, private sector and academia in order to achieve the objectives of the joint programme.

One of the main assigned roles of the Programme Management Unit (PMU) is providing regular and timely analysis and distribution of programme information to all key stakeholder groups and programme beneficiaries.

**III. SCOPE OF WORK AND RESPONSIBILITIES**

Reporting to the Programme Manager and Lead PUNO, the Communications Specialist is responsible for developing a comprehensive programme communication strategy and plan, providing regular and timely analysis and distribution of programme information to all key stakeholder groups and programme beneficiaries, and on an as needed basis, producing communication materials.

The Communications Specialist is expected to perform the following tasks:

Working closely with the Programme Manager, Communication counterpart, Lead PUNO and Technical Advisory Team, to design and implement a communication strategy to inform the stakeholders, and the wider public (external stakeholders) of the objectives and activities to be implemented under the Programme.

To the extent possible, undertake consultations with JP governance structure, relevant external stakeholders and beneficiaries to assess internal and external communications needs; Manage press and other media enquiries; Edit and produce public relations materials meant for public consumption; Coordinate any other assignments related to knowledge management, marketing, communications, branding and outreach. This should also be inclusive of, but not be restricted to, social media, press kits, factsheets, brochures and graphics, special events, speeches, articles, interviews, magazines, newsletters and presentations.

Coordinate and manage the preparation, publication and dissemination of programme information and milestones in coordination and collaboration with stakeholders, development partners and other government agencies. This will include helping to determine optimal mediums and communication tools to achieve dissemination goals and reach target audiences and developing products for project visibility and its strategic outcomes.

Be responsible for management and coordination activities related to the visibility of the JP.

Organise and participate in communications activities and events including PMU staff training/education activities, press conferences, and relevant trainings and workshops.

Accompany field visits to target regions/communities selected for implementation of JP activities to provide inputs and guidance to ensure visibility and update stakeholders on progress of the intervention.

And execute any other communication related duty as assigned.

### III. DELIVERABLES

Deliverables	Indicative dates	Indicative percentage
Inception report	31 October 2022	10%
Comprehensive programme communication strategy and plan	31 January 2023	30%
Communication materials	31 March 2023	20%
Progress report on the execution of the communication plan strategy and plan including analysis and distribution of programme information to all key stakeholder groups and	31 May 2023	20%

programme beneficiaries, and guidance of communication focal points		
Final report on the execution of the communication plan strategy and plan including analysis of strengths and weaknesses and lessons learned	30 September 2023	20%

#### **IV. DURATION OF ASSIGNMENT**

The Communications Specialist will be engaged on a part-time basis and is expected to commence the assignment on October 1st, 2022, for an initial period of 12 months, with a trial period of 3 months. The contract is renewable subject to satisfactory performance.

The engagement can cover a period up to two years subject to annual performance reviews with an intermediate performance evaluation in the first three months of services rendered.

These terms of reference, and a detailed work plan with agreed targets will be used as the basis to evaluate performance.

#### **V. REPORTING**

The Communications Specialist will report to the Programme Manager and Lead PUNO, and be expected to work closely with the relevant internal and external stakeholders in the execution of duties.

#### **VI. QUALIFICATIONS**

The Communications Specialist will possess the following qualifications:

- Degree (Masters or Bachelors) in Communications, Public Relations, Journalism or equivalent
- At least 5 years work experience in the field of public information, media and communication
- Demonstrated experience in effective oral and written communication including the development of communication products
- Sound policy understanding of the SDGs, inclusion, vulnerable groups, social issues, ITPs and policies and programmes is an asset
- Knowledge and experience of ICT-based Office applications and tools (word processing, spreadsheets, and data processing, PowerPoint)
- Have good understanding of project planning, coordination and implementation and good analytical capacity
- Excellent command of communication in English and knowledge of Dutch would be an added advantage
- Excellent interpersonal and communication skills and positive attitude
- Ability to take initiative and work both independently with limited supervision and within a team; ability to work within stringent timelines and be deadline driven

## VII. COMPETENCIES

- **Leading and innovating:** Apply critical thinking to current approaches, identify areas for improvement and try new solutions that deliver results. Inspires and influences others to drive innovation.
- **Drive for results:** Assumes personal responsibility and responsibility to meet deadlines and achieve agreed results and has the personal organization to do so. Defines challenging goals and continually seeks improvement. Acts as a trusted strategic consultant, partnering with employees to deliver results. Understands the most pressing challenges of stakeholders and contributes to solutions.
- **Collaboration within and between teams:** Contributes productively to work and team performance. Keeps others informed to ensure integration and significant results. Exhibits a sense of reciprocity and respect and resolves conflicts in a productive way. Seeks out and listens to other people's opinions to inform their own decision and share information openly.
- **Creates, applies and shares knowledge:** Contributes to an environment in which knowledge is created, applied and shared in a transparent way. Contributes to the unit's body of knowledge, applying lessons learned and experience. Actively invests in self-knowledge and seeks feedback. Builds personal and professional networks inside and outside the work group.
- **Discernment and analytical decision-making:** Searches and analyzes facts, data and lessons learned to support sound and logical decisions about the work of one's own and others. Shows initiative when necessary and makes timely decisions.

## VIII. SELECTION CRITERIA

The candidate will be evaluated according to the following criteria

Number	Criteria	Score
<b>Qualifications</b>		
1	Education	10
2	Interpersonal and communication skills	10
3	Project/programme planning and analytical skills	10
4	Years of experience as communication Expert	20
6	Reporting and Language skills	10
<b>Competencies</b>		
7	Leadership and innovation	10
8	Result driven and timeliness	20
9	Applies and shares knowledge	10
		<b>100</b>

## IX. WORK LOCATION

The Communications Specialist will be based at the Programme Management Unit (PMU) to be established within the Ministry of Regional Development and Sport, with frequent site visits to programme sites and ITP communities to support programme understanding and implementation.

## **X. TERMS AND CONDITIONS**

1. The PMU and Lead PUNO will provide the following to the Communications Specialist:
  - Relevant documents, data, statistics and information required for the execution of tasks
  - A counterpart (Communication Focal Points) are assigned to assist the Communications Specialist in executing assigned duties
2. Documents or data provided or produced for the purpose of this JP shall be considered confidential and should not be disclosed to any party without approval of the Programme Manager, Lead PUNO or Steering Committee.
3. The Communications Specialist shall not have any potential conflicts of interest and will undertake the assignment with the highest professional standards and exercise confidentiality in discharge of the assignment.
4. To ensure impartiality, the Communications Specialist must not in any way be affiliated with business entities that are currently providing or are seeking to provide goods and services to the JP.