

## Advertisement

### TERM OF REFERENCE FOR NATIONAL INDIVIDUAL CONSULTANT

| <b>Hiring office:</b>   | UNFPA Timor-Leste  |            |          |   |        |   |         |  |        |
|---|--|------------|----------|---|--------|---|---------|--|--------|
| <b>Purpose of consultancy:</b>  | To design, brand and layout of communication and outreach materials to be used by the SRH Programme of the United Nations Population Fund (UNFPA).   |            |          |   |        |   |         |  |        |
| <b>Background and Scope of Work:<br/>(Description of services, activities or outputs)</b>       | <p>UNFPA is the Sexual and Reproductive Health Agency of the United Nations. Since 2003, UNFPA Timor-Leste has supported governmental and nongovernmental organizations activities to address population issues and has strongly promoted reproductive rights and gender equality as key elements to achieve human rights and human dignity. In the area of sexual and reproductive health, UNFPA supports the provision of comprehensive reproductive health services and training, with a focus on safe motherhood, particularly emergency obstetrical and newborn care (EmONC), and family planning (FP), as well as contributes to an increased knowledge on HIV and other Sexually Transmitted Infections (STI) prevention and reduction of risky sexual behaviours. In this context, the development of adequate communication and outreach content is key to ensure the message is properly communicated. Ensuring proper visibility will also contribute to foster cross-sectoral collaboration among different stakeholders and to mobilize additional funding from multilateral partners.</p> <p><b>Specific objectives:</b></p> <p>The overall objective of this consultancy is the development of high-quality visual materials, outreach brochures and policy briefs, including but not limited to graphic designing, development of infographics, and illustrating several strategic documents based on the target audience to be addressed (beneficiaries, policy makers, community leaders, etc.) to support the effective communication and outreach of the SRH Programme of UNFPA.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Design, brand and/or layout different communication material (brochures, fact sheets, pamphlets, flipcharts) based on UNFPA's needs, and submit final versions in the required formats, incorporating UNFPA's inputs.</li> </ul> |            |          |   |        |   |         |  |        |
| <b>Duration and Working Schedule:</b>   | <p>Up to 15 days, from the signing of the contract and until 10 December 2020.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Activities</th> <th style="width: 30%;">Timeline</th> </tr> </thead> <tbody> <tr> <td>Initial meeting with UNFPA and partners</td> <td>2 days</td> </tr> <tr> <td>Design and layout of communication material</td> <td>10 days</td> </tr> <tr> <td>Presentation of draft version to UNFPA, receive inputs and make needed adjustments</td> <td>3 days</td> </tr> </tbody> </table>  | Activities | Timeline | Initial meeting with UNFPA and partners | 2 days | Design and layout of communication material | 10 days | Presentation of draft version to UNFPA, receive inputs and make needed adjustments | 3 days |
| Activities  | Timeline   |            |          |   |        |   |         |  |        |
| Initial meeting with UNFPA and partners   | 2 days   |            |          |   |        |   |         |  |        |
| Design and layout of communication material   | 10 days  |            |          |   |        |   |         |  |        |
| Presentation of draft version to UNFPA, receive inputs and make needed adjustments              | 3 days   |            |          |   |        |   |         |  |        |
| <b>Place where services are to be delivered:</b>  | Home based, with regular meetings at the UNFPA office in Díli.   |            |          |   |        |   |         |  |        |
| <b>Delivery date and how work will be delivered (e.g. electronic, hard copy etc.):</b>          | <ul style="list-style-type: none"> <li>• UNFPA will organize an initial meeting with the consultant to present the project and agree on specific timelines, needs and deliverables;</li> <li>• The consultant is expected to work autonomously, keeping regular contact with UNFPA and its partners;</li> <li>• The consultant is expected to submit deliverables in time, i.e. within the contract period, addressed to UNFPA CO;</li> <li>• Deliverables are to be submitted electronically, in a print-ready/web-based layout design, including: <ul style="list-style-type: none"> <li>• PSD editable file</li> <li>• Final raw file (e.g. InDesign file)</li> <li>• PDF file (final product)</li> <li>• Digital versions optimized for Facebook, Twitter and Instagram</li> <li>• Print specifications</li> </ul> </li> <li>• One all-inclusive lump sum payment will be made when the above mentioned deliverables have been submitted and approved by UNFPA CO, after all comments and inputs from UNFPA have been addressed.</li> </ul>  |            |          |   |        |   |         |  |        |
| <b>Monitoring and progress:</b>   | Monitoring of activities will be done by UNFPA. Reporting is to be done to UNFPA. Approval of contract deliverables is done by UNFPA.  |            |          |   |        |   |         |  |        |
| <b>Supervisory arrangements:</b>  | The work will be supervised directly by UNFPA.   |            |          |   |        |   |         |  |        |
| <b>Expected travel:</b>   | There is no travel outside of Díli expected for this assignment.   |            |          |   |        |   |         |  |        |
| <b>Required expertise qualifications and competencies, including language requirements:</b>     | <ul style="list-style-type: none"> <li>• University degree in a relevant area with proven work experience of minimum 4 years of in Communication for Development, and/or communication and message designing;</li> <li>• Proven professional and high-quality portfolio (of the last 3 years) of graphic design and layout of graphic production from start to published/printed product, preferably working on health;</li> <li>• Experience working with UN agencies and International Organizations would be desirable.</li> <li>• Have the ability to work under pressure, open to input/scrutiny and respect for tight deadlines.</li> </ul> <p><b>Language:</b><br/>Oral and written proficiency in English and Tetum</p>  |            |          |   |        |   |         |  |        |
| <b>Other relevant information or special conditions, if any:</b>                                | Candidates are expected to send their P11, cover letter and portfolio to <a href="mailto:timor-leste.office@unfpa.org">timor-leste.office@unfpa.org</a> , and register you profile on this link: <a href="http://www.unfpa.org/unfpa-consultant-roster">http://www.unfpa.org/unfpa-consultant-roster</a> Closing date: 11 November 2020, 17hrs, Díli time. Only shortlisted candidates will be contacted.  |            |          |   |        |   |         |  |        |
| Signature of Requesting Officer in Hiring Office: Mr. Sérgio Esperança, UNFPA Programme Analyst |  |            |          |   |        |   |         |  |        |
| Approved by: Mr. Ronny Lindstrom, UNFPA Representative  |  |            |          |   |        |   |         |  |        |

