

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT (NATIONAL)

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Mongolia
Purpose of consultancy:	<p>The Mongolia Country Office is seeking a national Media and Communications Consultant, who will be responsible for the overall development, management, and execution of the communication activities of Mongolia Country Office (CO).</p> <p>Under the supervision and guidance of the Head of Office, the Media and Communications Consultant will contribute to a) promotion of the work of UNFPA Mongolia among partners, the international community, regional and local media, and b) promotion of internal communication in accordance with Global Communication Strategy.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>The national consultant will carry out the following tasks:</p> <ul style="list-style-type: none"> <li>• Under the direct supervision of the Head of Office and in close collaboration with the Assistant Representative, ensure the Mongolia Country Office communication strategy's updates and implementation.</li> <li>• Use various communication platforms/channels, including social media and the CO website, to post news, articles, advocacy messages, recordings, media advisories, fact sheets and key messages related to promotion of sexual and reproductive health, reproductive rights, prevention, and response to gender-based violence, gender equality, youth development and population development/dynamics in English and Mongolian languages.</li> <li>• Work closely with the UNFPA Country Office Programme Team and relevant partners to identify and document the best practices, achievements and successful stories of the CO and proactively share them with the existing and potential donors, APRO, UNFPA Communication Branch as well as with national media, national and international partners.</li> <li>• Draft and compile content for the UNFPA CO website and ensure the website is updated regularly.</li> <li>• Support the launch of the UNFPA Mongolia quarterly newsletters and annual reports, coordinate with the program team for the content, draft and compile its content, design of the email newsletters' layout using the UNFPA recommended newsletter design software for email, and disseminate to UNFPA partners.</li> <li>• Develop a database, including a comprehensive mailing list of media, donors, and national and international development partners, and ensure it is update on a regular basis.</li> <li>• Organize awareness-raising sessions for media introducing the organization's principal focus areas and the country programme work in Mongolia.</li> <li>• Organize visibility events involving media representatives, including press conferences, report launches, media breakfasts, and media visits to project sites in the field.</li> <li>• Develop a photo database on UNFPA supported efforts in Mongolia and ensure the use of these photos for public information and advocacy products.</li> <li>• Contribute to the design and implementation of UNFPA advocacy campaigns.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare talking points and information briefs as required for the management of the Mongolia CO.</li> <li>• Monitor media coverage of UNFPA’s work in Mongolia.</li> <li>• Participate at the UN Interagency Communications Group, ensuring that UNFPA communication products are of high quality and aligned with other agencies’ good practices.</li> <li>• Ensure visibility and communication budget in all new projects submitted to the donors, proactively work with UNFPA CO programme staff, and develop innovative communication campaigns/strategies/plans, and ensure strong donor visibility.</li> <li>• Support optimal communication flow and coordination between the Mongolia Country Office, the APRO Communication Adviser, and colleagues in the Media and Communication Branch at the HQ office as required.</li> <li>• Prepare requested information and/or briefs, power-point presentations, summaries, and background documentation for dissemination to the partners or media.</li> <li>• Enhance partnership with media, promote UNFPA work through local media, and initiate informal networks with the media in support of UNFPA areas of mandate.</li> <li>• Perform any other duties as requested by the supervisor.</li> </ul>
Duration and working schedule:	The consultancy period is during August 15, 2024 - April 15, 2025, on a full-time basis, following the same office hours as UNFPA Mongolia.
Place where services are to be delivered:	UNFPA Mongolia
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Deliver assigned tasks by the deadlines, ensuring the quality and accuracy of any content via email, and in hard copies if requested
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant should work in close consultation with the Head of Office and an Assistant representative, providing timely progress updates as per schedule agreed upon the start of the consultancy. The reporting requirements and formats will be refined in consultation with the Head of Office.
Supervisory arrangements:	The consultant will report directly to the Head of Office.
Expected travel:	Travel to countryside will be required to support the UNFPA Mongolia activities. For local travel outside of Ulaanbaatar, UNFPA will arrange transportation and Daily Subsistence Allowance (DSA) according to its travel policy.
Required expertise, qualifications and competencies, including language requirements:	<p><b>Education:</b></p> <p>Master’s degree in media studies, Communication, Journalism, Public Relations, Political Science and other communications related fields.</p> <p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 2 Years of relevant experience on media and communication preferably with some experience in an international organization.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent knowledge of media and media relations.</li> <li>• Proven team player with excellent inter-personal communication skills.</li> <li>• Excellent written and oral communications and editing skills both in English and Mongolian is a must.</li> <li>• Comprehensive understanding of Mongolian media and audience contexts.</li> <li>• Extensive networking with Mongolian media is highly desired.</li> <li>• A thorough understanding of the UN system in general, and most particularly of UNFPA mandate, its policies and operations and current development topics and political issues is desired.</li> <li>• An ability to work well under deadline; keen understanding of the country’s culture, history and political context; familiarity with or knowledge of communication approaches in strategic planning, development, execution, and M&amp;E; computer literacy is a must.</li> <li>• Experience in webpage updating and in writing newsletters.</li> </ul> <p><b>Languages:</b></p> <p>Fluency in both written and spoken Mongolian and English.</p>
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<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p><b>Schedule of payment:</b> The consultancy fee will be paid in monthly installments, based on the monthly rate in line with UNFPA IC policy and local staff salary scale.</p> <p>UNFPA reserves the right to withhold up to 30% of the total fee if the deliverables are not submitted on schedule or do not meet the required standard. Copyright and ownership of all documents produced will remain with UNFPA.</p> <p><b>Office space/ equipment:</b> The UNFPA Country office will be responsible for providing office and required equipment.</p>
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