

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR

UN Project Office on Governance (UNPOG) Division for Public Institutions and Digital Government (DPIDG)/ UN DESA

Background and objectives

The United Nations Project Office on Governance (UNPOG) is a project office under the United Nations Department of Economic and Social Affairs (UNDESA). Its mandate is to assist developing countries in strengthening their public administration capacities to translate the Sustainable Development Goals (SDGs) and other internationally agreed goals into institutional arrangements, strategies and programmes at country-level. A particular focus will be placed on those countries in special situations, i.e. least developed countries (LDCs), land-locked developing countries (LLDCs), post-conflict countries and small island developing states (SIDS) in Asia and the Pacific as well as the Eastern Africa.

The Project aims to fulfill these objectives by implementing activities under three components: i) Research and Policy Analysis; ii) Capacity Development and iii) Networking and Outreach.

The contractor will specifically support the Networking and Outreach pillar as a temporary substitute for the Associate Networking and Outreach Expert.

Under the overall guidance and direct supervision of the Head of UNPOG and within the limits of delegated authority, the Individual Contractor will be responsible for:

Communications strategy - assisting with the planning, execution, monitoring and evaluation of a communications, outreach and advocacy strategy designed to support the objectives of the Project; Develop and implement information campaigns on governance and public administration issues; plan for a publications programme; preparation and timely distribution of an e-newsletter, management of online discussion forums, and online questionnaires on governance and public administration issues.

Website management - assist the Head of Office supervise the design, development and maintenance of the Project website.

Public Information and Events - provide advice and expertise to senior staff on the effective use of communications tools, including press briefings, conference and media interviews to achieve advocacy and outreach objectives; Support outreach and liaise with key partners through the organization of special events; develop and maintain relations with local and international media outlets.

Drafting - Draft written communications, briefing notes and speeches and prepare other public information materials in line with the advocacy and outreach objectives of the Office.

Team responsibilities - work closely with the Head of Office to provide inputs to periodic budgeting and reporting on the team's activities as requested; coordinate with other colleagues to ensure comprehensive communications support of capacity development and research and policy development activity; perform other duties as required.

Work Assignment

The Individual Contractor will specifically perform the following duties:

- a) Design and implement the Youth Programme, in collaboration with the Ministry of Interior and Safety and Incheon Metropolitan City;
- b) Attend all events related to the United Nations Public Service Awards Programme and prepare briefing presentations to domestic government officials pertaining to the Programme;
- c) Forge synergies and partnerships with the communications offices of other UN partners as well as entities working on governance issues;
- d) Develop information networks, including a database with names of experts and senior government officials;
- e) Provide support to virtual meetings, webinars and forums as necessary, and evaluate results of the post-event survey;
- f) Draft quarterly newsletters using MailChimp to raise awareness of the organization's capacity development activities;
- g) Manage social media accounts to promote capacity development activities and engage key audiences;
- h) Maintain the UNPOG website by sharing the capacity development, research, and outreach projects and uploading infographics and videos;
- i) Design communication materials, including banners, flyers or videos for all UNPOG events;
- j) Envisage materials for print/electronic/voice/visual media;
- k) Any other task as required

In addition to the above, other functions related to this project as assigned by the supervisor, in line with the expected outputs and objectives of the TOR.

Duration of contract

The individual contractor will work for 4 months from 12 July to 11 November 2021.

Duty Station or Location of Assignment

The contractor shall be based on-site, in the premises of UNPOG/DPIDG/UN DESA, in Incheon, Republic of Korea. Office space will be provided.

Travel

Travel is not required for this contract.

Expected outputs and delivery dates

1. Monthly reports outlining all activities undertaken for the project, including logistical support, contacts with relevant focal points for organizational purposes, participation in logistical meetings, correspondence and research

2. Preparation of minutes of conference calls
3. Other functions related to this position as defined by the supervisor and in line with the requirements of the TOR

Performance indicators

The following set of indicators will be used to evaluate the performance of the individual contractor:

- a) Timeliness in undertaking the specified tasks, including the competent provision of substantive advice and assistance and the delivery of the outputs.
- b) Responsiveness to feedback and flexibility to work with the Head of Office and UNPOG staff.
- c) Good-quality outputs, including adherence to the TOR.

Qualifications

Education:

University degree in journalism, communications, public relations, public administration, development studies, political science, business administration or related field.

Experience:

Professional experience in journalism, communications or public relations, including experience at the international level. Previous UN experience is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised fluency in spoken and written English is essential. Knowledge of another UN official language, and/or of Korean, is preferred.

Other skills:

ICT skills such as familiarity with internet research and utilization of usual office software such as excel, word, preparation of graphs, charts and powerpoint presentations. Familiarity with electronic and mobile Government tools and approaches would represent an added advantage.

Supervisor/Project Manager

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