

## UNESCO ISLAMABAD

### TERMS OF REFERENCE

<b>Title:</b>	<b>Programme Communication Consultant</b>
<b>Duration:</b>	6 Weeks
<b>Section:</b>	Education in Emergency and Disaster Risk Management Unit
<b>Duty station:</b>	Islamabad but some field visits will be required
<b>Line manager:</b>	Project Manager

#### **Background:**

In the past 2 years, a lot of work in emergency education and disaster risk management has been carried out by UNESCO Islamabad Office. The Unit originally known as Earthquake Response Programme has evolved into Education in Emergencies and Disaster Risk Management Unit. Some information about the work under various projects of the Unit is posted on the website but others are not. In this context, UNESCO Earthquake Response Programme Website is being modified to give a new and up-to-date source of information on the work of UNESCO ISB. Hence, UNESCO ISB is seeking for services of a competent local consultant to carry out the following tasks and produce the stated outputs.

#### **Duties and responsibilities:**

The Consultant will work with a team of officers of Education in Emergencies and Disaster Risk Management Unit (EEDRMU), UNESCO ISB Communication Officer and Web Designer. Though his/her work will be supervised by Project Manager, s/he is expected to work creatively and effectively with minimum supervision and guidance.

1. [Review annual progress reports from 2006 to 2008 and the draft project completion report, and finalize the Project Completion Report together with photo documentation dossier on the project work.](#)
2. Discussions with Project Officers and Project Manager and quick study of progress reports to understand the nature of various interventions.
3. Preparing texts and materials for web site; organizing and updating photos, reports and documents to upload on UNESCO ISB website; and rechecking the quality of web pages after posting them.

4. Writing one 5 different human interest/success stories under different themes for advocacy as well as publicity. This requires visits to Muzaffarabad, Peshawar and Mansehra/Tharparkar.
5. Working with Web Designer to ensure that all projects of EEDRMU are properly reflected on the website.
6. Training EEDRMU (and other unit staff) staff in basics of writing effective human interest stories for donors and the public.

### **Expected Outputs:**

1. Project Completion Report of Earthquake Response Programme and photo dossier (within 10 calendar days from the date of start).
2. Information on different project activities of EEDRMU is up-to-date and posted professionally on the web for public information.
3. EEDRMU and selected other programme staff of UNESCO have acquired basic skills to write effective human interest stories.
4. Five human interest stories.

### **Required Qualification and Experience:**

1. Master's degree in Communication or related field.
2. At least 3 years of experience in professional writing for development communication.
3. Skilled in effective presentation of information.
4. Initiator and able to work independently as well as in team.

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