

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT
Communications Consultant

Hiring Office	UNFPA Bhutan
Title	Documentation and compilation of Her Majesty Gyalyum Sangay Choden Wangchuck’s role as UNFPA Goodwill Ambassador to Bhutan, advancing ICPD agenda and public health priorities.
Purpose of consultancy	<p>Her Majesty Gyalyum Sangay Choden Wangchuck became the UNFPA Goodwill Ambassador to Bhutan in 1999. Since then, Her Majesty has played a key role in advocating for improved health services, including sexual and reproductive health, and the prevention of HIV/AIDS and gender-based violence.</p> <p>The purpose of this consultancy is to design and produce a publication to document Her Majesty the Gyalyum Sangay Choden Wangchuck’s engagement as a champion of the ICPD agenda.</p>
Scope of work	<ol style="list-style-type: none"> 1. Work closely with UNFPA, Health Promotion Division (HPD), HIV program, Ministry of Health and relevant stakeholders to develop the content, key messages and design of the book. 2. Conduct desk review of the high level advocacy programs, reports and synthesize findings from various program documents to meet the specific objectives of this assignment where appropriate. 3. Develop and submit a concept note (outline of the content and design of the book) within 1 week of awarding the contract. 3. Visit relevant organizations, facilitated by the HPD/HIV program to carry out consultations as and when required to gain more insights to meet the specific objectives of this assignment. 4. Consultation with relevant individual and stakeholders to collect the required information and materials 5. Design and draft a publication featuring Her Majesty’s Gyalyum’s contributions since 1999 in the areas of public health and social issues, sexual and reproductive health and rights, gender equality and empowerment of women, adolescents and youth, advancement of International conference on population development Program of Action, Life skill education/ comprehensive sexuality education. 6. Present draft publication to the working committee for review and feedback. Incorporate feedback and submit the final book. This should include proof reading of the full publication. 7. Assist HPD/HIV communication and working committee team in developing social media message and visual content in line with publication. 8. Provide any other support as and when requested by the HPD/HIV division.

Duration	30 working days spread from 14 February 2023 to 31 March 2023
Required expertise, qualifications and competencies, including language requirements:	<ol style="list-style-type: none"> 1. Minimum of bachelor’s degree in communications, media, arts, social sciences, creative or related field. 2. Five years of relevant experience in communications, social media, public relations, or related field. 3. Demonstrated experience in research and report writing. 4. Demonstrates creativity and possesses strategic conceptual skills in designing and developing the content. 5. Relevant experience relating to sexual and reproductive health and rights, social and gender. 6. Prior experience on similar work and working within the UN system is an added advantage. 7. Shortlisted candidates will be required to present the concept and design based on the TOR.
Place where services are to be delivered	The consultancy will be based in Thimphu. If travel is required, the travel will need to be reviewed and agreed by UNFPA guided by the working committee. UNFPA will make travel arrangements for each approved trip and DSA will be paid at UN prevailing rate.
Supervisory arrangement	UNFPA Bhutan Head of Office and HPD/HIV, Ministry of Health guided by working committee.
Deliverables and Payments	<p>Consultant shall quote all-inclusive daily fees for the contract period. The term “all- inclusive” implies all costs (daily professional fees, daily subsistence allowances cost for data collection etc while traveling away from his or her workstation, communications, consumables, etc.) that could be incurred by the consultants in completing the project). Payment shall be done as per the deliverables below:</p> <ol style="list-style-type: none"> a. Submission of finalized concept note (outline of the content and design of the book) within 1 week of awarding the contract and approved by the working committee - 20% b. Submission of final draft of the book and presentation to the working committee: 60% c. Finalization of the publication and completion of task to UNFPA and working committee’s satisfaction: 20%.
COA	Project: BTN07PCA; Activity: PCA; Fund: FPA90; Dept: B6060