



Terms of Reference

International Consultancy to support UNFPA Tanzania Country Office (TCO) Documentation and Communication Activities

1. Introduction

UNFPA, the United Nations sexual and reproductive health agency, is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

Our goal is to achieve universal access to sexual and reproductive health, realize reproductive rights, and reduce maternal mortality to accelerate progress on the agenda of the Programme of Action of the International Conference on Population and Development

Our **transformative results** are:

- To end the unmet need for family planning;
- To end preventable maternal death;
- To end gender-based violence and harmful practices.

With the aim to leave no one behind.

As part of the UN Country Team “Delivering as One” modality UNFPA provides support to Tanzania in the areas of:

- Sexual and reproductive health and rights;
- Adolescents and youth;
- Gender equality and women’s empowerment;
- Humanitarian response;
- Data for development.

UNFPA has been supporting the Government of the United Republic of Tanzania and its people for more than 40 years. It operates in Tanzania through the main Country Office in Dar es Salaam, mainland with a Liaison Office in Zanzibar.

Under its eighth five-year country programme, it supports the national priorities as outlined in the Government of Tanzania’s second Five-Year Development Plan and the Revolutionary Government of Zanzibar’s Strategy for Growth and Reduction of Poverty III, (MKUZA III) in alignment with the National Visions (the Tanzania Development Vision 2025 and Zanzibar Vision 2020). It supports a mix of upstream and downstream interventions focusing on marginalized groups and disadvantaged areas.

UNFPA recognizes that it is important to document results, good practices, interventions and learnings which are demonstrating success; lessons learnt; culturally sensitive; effectiveness and efficiency, with the aim to not only support UNFPA's programming but to also share with wider stakeholders to further inform policy direction, including potential best practices for replication and national scale-up in support of Tanzania's development efforts.

2. Purpose and objectives of the consultancy

The overall objective of the consultancy is to support the Tanzania Country Office to both document and communicate results, leveraging a variety of platforms, including social media with the aim to identify positive results and good practices that can be utilized to highlight UNFPA's work in Tanzania (internally, externally) while at the same time sharing with key stakeholders for outreach, advocacy and policy to advance development efforts in Tanzania, particularly for the most vulnerable and marginalized. All of which needs to be fully in-line with UNFPA's Corporate Communication Strategy.

Specific objectives are:

- Develop key communication material in support of elevating and advancing the work and results of UNFPA in Tanzania to a wide audience in a clear and succinct way utilizing various platforms;
- Document selected good practices interventions and fact sheets for 2021;
- Develop Human Interest Stories that highlight the work of UNFPA;
- Elaborate key policy briefs based on pertinent study/research findings and in response to the relevant context/need;
- Provide editorial support to the Tanzania Country Office Annual Reports 2020 and support the elaboration of the 2021 Report;
- Support UNFPA's engagement in the UN Country Team Communication Group to strengthen cohesiveness and collaboration across UN Agencies.
- Communication and editorial support to the development of the new Country Programme Document (July 1, 2022- June, 30 2026); UN Common Country Analysis and the broader UN Sustainable Development Cooperation Framework (July 1, 2022 - June, 30, 2026) where required..
- Any other documentation and communication activities deemed necessary.

3. Methodology

The consultant will gather all relevant information from existing reports/documentation, followed by consultation with the respective focal person in the TCO managing the programme/studies/communication activities. They will engage in pertinent meetings both internally and externally where required.

4. Management Arrangements for documentation Process

At the UNFPA Country office, under the overall guidance and supervision of the Representative, the Communication Analyst will act as UNFPA's documentation focal point to coordinate and provide day-to-day support to the consultant. The International Consultant will report to the UNFPA representative, with periodic briefs to UNFPA's Senior Management team.

5. Timeframe

The consultancy will be conducted over a maximum of 11 months during the period of February 1, 2021 – December 31, 2021

6. Deliverables

The Consultant is expected to deliver the following:

- Key Communication Material to showcase the work and results of UNFPA;
- Selected Good Practices and Fact Sheet Briefs available;
- Pertinent News Items and Human Interest Stories developed;
- Policy Briefs based on key study/research findings;
- Final version of the Annual Reports 2020 and 2021;
- Other documentation and communication activities deemed necessary.

7. Work Settings

The International Consultant will perform the tasks assigned from his/her home office, and may only require office space during the periods in which the international consultant is in-country if required. Travel arrangements (DSA and transportation) to visit Tanzania (based on previously agreed travel plan) will be made by the UNFPA Operations Unit in line with UNFPA travel policies and procedures.

8. Required Qualifications and Experience of the consultant

The international consultant should poses following qualifications and experience:

- Master's Degree in communications or other related field.
- Experience in writing, editing reports, newsletters, documents, communication strategies, content for websites and messaging in the field of development for UN organizations and/or other international organizations.
- Strong track record in producing quality communication pieces.
- At least 3-5 years of professional experience in UNFPA mandated areas, strong analytical skills and expertise in documenting development programmes in low income countries.

- Familiarity with UNFPA's mandate and work, including in addressing rights and choices;
- Knowledge in effectively applying UNFPA's Corporate Communication Strategy and Branding;
- Excellent communication ability and drafting skills in English.

How to apply:

Terms of Reference (TOR) for this consultancy are also posted on the UNFPA Tanzania Country Office website accessible at [Vacancies](#). Within the site the TOR can be found at https://tanzania.unfpa.org/sites/default/files/vacancies/tors_communication_consultancy_200121_4.pdf.

Interested individuals can send their application documents i.e. application letter and CV to tanzania.office@unfpa.org. The deadline to submit application documents is **29th January 2021**. **Note that this is an international consultancy position.**