

# Consultancy Announcement

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UN-REDD PROGRAMME

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December 2012



Functional Title: Consultant –Internal and external Communications  
Date of issuance: 17 December 2012  
Deadline for applications: 31 December 2012  
Organization: UNEP/UN-REDD Programme Secretariat  
Duration: 14 January – 30 June 2013  
Duty Station: Geneva

## **Background**

The UN-REDD Programme is the United Nations Collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (REDD) in developing countries. The Programme was launched in September 2008 to assist developing countries prepare and implement national REDD+ strategies, and builds on the convening power and expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP). The Programme currently has 46 partner countries spanning Africa, Asia-Pacific and Latin America, of which 16 are receiving support to National Programme activities. The Secretariat of the Programme is located in the International Environment House, Geneva.

Under the supervision of the Head of the UN-REDD Secretariat the incumbent will work in collaboration with UN-REDD Programme Communications experts from FAO, UNDP and UNEP. The consultant will play a key role in improving the visibility of the UN-REDD Programme by raising awareness of the UN-REDD Programme internally and externally. He/She will be responsible for sourcing, writing and editing new content/articles for the UN-REDD Programme website e-Newsletter, relevant publications, and undertake evaluation of the communication and outreach strategies and make recommendations.

## **Tasks and Responsibilities**

- Coordinate production and dissemination of new communications products, and update existing communications materials, as needed.
- Manage all content, technical and human resource issues related to the UN-REDD Programme website, in coordination with the webmaster.
- Coordinate communications activities at all events, including Policy Board meetings and external events in which the UN-REDD Programme participates, in consultation with the Secretariat's Event Coordinator.
- Manage the internal use of all communications templates, and develop new templates, as needed.
- Respond to daily external and internal requests for information and communications guidance, in coordination with the Secretariat's Team Assistant.
- Coordinate the work and meetings of the internal Communications and Events Working Group (CEWG).
- Produce 2012 Year in Review report, to be released at PB10 in June 2013.
- Coordinate production of a new corporate-level publication (concept and launch date TBD), in consultation with the CEWG and MG.
- Produce and disseminate third and final Lessons Learned booklet, focusing on Latin America and the Caribbean before June 2013.
- Coordinate production of a new UN-REDD-branded video (concept and launch date TBD), in consultation with the CEWG and MG, and update current video content, as needed.

- Coordinate and disseminate a minimum of two new UN-REDD Programme Success Stories (launch dates TBD).
- Coordinate the layout, translation and dissemination of Policy Briefs, if/when submitted by the UN-REDD Programme agencies (FAO, UNDP and UNEP).
- Produce and disseminate monthly newsletters, to be release on the third Wednesday of each month.
- Coordinate the production of a branded booth structure for events, by 1 April 2013.
- Coordinate the migration of the website hosting from Nairobi to Geneva servers, in consultation with technical support staff in Geneva and counterparts at DCPI in Nairobi, before end of March 2013.
- Coordinate the CEWG monthly teleconference calls, and facilitate the two-day Communications and Events Working Group (CEWG) meeting in Geneva, during the first week of February.
- Update the Fast-facts and Event flyers, as needed.
- Manage daily updates on the UN-REDD Programme website, in coordination with the webmaster.
- Coordinate the renewal of the webmaster's contract by 25 May 2013.
- Make all communications arrangements in May 2013 for the tenth Policy Board meeting in June.

#### **Deliverables:**

- 2012 Year in Review report published for release at PB10 in June 2013.
- Third and final Lessons Learned booklet produced before June 2013 and dissemination; focusing on Latin America and the Caribbean.
- Communications arrangements set up by May 2013 for the tenth Policy Board meeting in June.
- UN-REDD website regularly updated and functioning smoothly.
- Existing UN-REDD documents and communications materials updated as necessary.
- Website migrated from Nairobi to Geneva by end of March 2013
- Monthly teleconference calls of the CEWG held
- New corporate level publication produced and published.
- Monthly newsletter produced on the third Wednesday of each month and disseminated.
- Two new UN-REDD Programme success stories launched before end of June 2013
- New UN-REDD-branded video launched before end of June 2013

#### **Qualifications / special skills or knowledge**

- A minimum of five years of work experience in planning, implementing and evaluating comprehensive communication programs.
- Highly developed communications skills (spoken and written) in English, with the ability to originate, solicit, write and edit complex and/or sensitive materials for distribution to target audiences. Working knowledge of French and/or Spanish is an asset.
- Proven ability to provide professional communications consultations.
- Experience in website and social media management.
- Proven ability to work and deliver to tight deadlines, and handle concurrent projects.
- Ability to work collaboratively with a wide range of colleagues and external partners to achieve organizational goals with a strong client service approach.

- Advanced university degree in Journalism, Communications or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced degree.
- Knowledge of REDD+ and/or climate change issues and their communications networks is an asset.

### Competencies

- **Professionalism:** Ability to develop strategic partnerships and serve as a principal liaison with the media, government bodies, national groups, private sector organizations, educational institutions and international organizations, ensuring a constant flow of new information/content is posted on the UN-REDD Programme website and in the e-Newsletter. Knowledge of REDD/climate change, communications networks. Proven ability to work well under pressure. Proven ability to provide professional communication consultation.
- **Communications:** Highly developed communication skills (spoken, written and presentational) with ability to originate, solicit, write and edit complex or sensitive materials for distribution in newsletters, websites, reports and UN-REDD publications
- **Planning and organizing:** Ability to work to tight deadlines, handle concurrent projects including organizing media coverage and arrange for briefing, interviews on UN-REDD issues and events
- **Teamwork:** Ability to work collaboratively with colleagues in the UN partner agencies working on UN-REDD, to achieve organizational goals. Ability to work well in team environments. Strong client service approach

### Remuneration

Determined by level of experience; and commensurate to UN remuneration rates for consultants at this level.

### Application

Applicants should submit a **cover letter and completed UNEP P11 form** to the Secretariat at ([un-redd@un-redd.org](mailto:un-redd@un-redd.org)) by 31 December 2012. The title on the email application should be shown clearly as ‘**Communications Consultancy Vacancy**’