

CALL FOR CONSULTANCY

INTERNATIONAL CONSULTANT – Communication and Information (CI)

(Position located in Yangon, Myanmar)

Terms of Reference

Date Issued: 17 November 2016

Functional Title: Project Analyst (International Consultant) – Communication and Information

Organizational unit: UNESCO Yangon Project Office

Duty Station: Yangon, Myanmar

Duration of the contract: 6 months

Background:

As part of UNESCO Myanmar's on-going initiatives in the Communications and Information (CI) sector in Myanmar, a Communication and Information (CI) Consultant is required to closely coordinate and ensure smooth implementation of the EU-funded "Supporting Media Development in the context of Democratic Reforms and Peace-Building Initiatives in Myanmar" project and the Livelihood and Food Security Trust-Fund (LIFT) funded "Communication for Sustained Livelihood and Food Security" project.

The Consultant will also be required to provide overall support to the UNESCO's Communication and Information Programme, which is being developed and implemented in close collaboration with the Ministry of Information (MoI), Myanmar and includes providing technical assistance and support to media legislation, media development for peace-building, training of Ministry officials in public relations, and increasing access to information for various stakeholders.

The Consultant is also expected to have a broad understanding of multiple disciplines, including socio-economic development, media development and freedom of expression, sustainable development, participatory communication strategies through effective use of Information and Communication Technologies (ICT), capacity building activities, and overall project management, in line with the multi-dimensional nature of the projects.

Assignment:

Under the overall authority of the Director of UNESCO Regional Bureau for Education in Asia and the Pacific, and under the direct supervision of the Head of Office, UNESCO Myanmar, and in close collaboration with the CI team, the incumbent shall undertake the following responsibilities:

1. Provide technical assistance on the project activities of EU-funded “Supporting Media Development in the context of Democratic Reforms and Peace-building Initiatives in Myanmar” project and LIFT-funded “Communication for Sustained Livelihood and Food Security” project.
2. Coordinate, follow-up and review the implementation of the activities.
3. Provide technical support in organizing, planning and facilitating seminars, workshops and training courses. Identify, invite and coordinate the participation of international and national experts for implementation of project activities.
4. Conduct the research and prepare briefings or policy papers on issues related to freedom of press and media development in Myanmar.
5. Assist in the coordination of stakeholders through the Media Development Thematic Working Group.
6. Design and coordinate the plan to guide the work of the content development partners and support in implementation and stakeholder consultation process to review and finalize content and core messages.
7. Prepare project progress and monitoring reports.
8. Liaise with the Ministry of Information and other relevant institutions for capacity building of key personnel at various levels to ensure long-term sustainability of project objectives.
9. Coordinate the implementation of the projects funded under the SIDA II project that include capacity building of journalists, implementation of the UN Action Plan on the Safety of Journalists and the Issue of Impunity, and organization of seminars and workshops on Freedom of Expression and Right to Information targeting Government, Policy Makers and media associations.
10. Undertake missions to facilitate workshops and oversee on-site implementation of activities to Nay Pyi Taw and to the states and regions covered by both projects.

Key Deliverables:

- Monthly Progress Report on the tasks undertaken and accomplished.
- Field visit reports and meeting reports.
- Quarterly reports outlining milestones achieved which are:
 - 1) Progress report, including the distribution strategy for the dissemination and delivery of the Information, Education and Communication (IEC) materials developed to UNESCO
 - 2) Progress report including work-plan for the dialogues on peace-building with journalists and ethnic leaders

- 3) Progress report including a draft plan to train Public Information Officers from the Ministry of Information and Extension Workers from the Ministry of Agriculture on Communication for Development and Media and Information Literacy to UNESCO
 - 4) Progress report including a draft programme on the dialogues with member of the parliament on Freedom of Expression and Right to Information
 - 5) Progress report including draft strategy for the implementation of the UN Plan of Action on Safety of Journalists and the issue of Impunity in Myanmar
- A final report summarizing the activities carried out, achievements and lessons learnt.

Duration of the contract:

6 months of full-time work

Location and travel:

The consultant will be based in UNESCO Yangon office, with travel to field sites as required.

Qualifications/Requirements:

Education: University degree in Journalism, Media Studies, Economics, Social Sciences, Communication and Information, International Relations, or a related field.

Language: Excellent written and spoken English.

Experience: Minimum 2 years working experience in projects involving media development, socio-economic development, strategic communication and multi-stakeholder partnership-building and coordination; proven ability to work efficiently under pressure, deliver within the given timeframe and in a multi-cultural environment. Sound understanding of the UN system and previous experience working in Myanmar is desirable.

Fees:

- a) Junior level
- b) A round trip (two-way) flight ticket and terminal fares for travel between the International Consultant's country of residence and Yangon, Myanmar
- c) Travel costs for official missions (including transportation expenses, daily subsistence allowance and terminal fares) undertaken within the context of the assignment will be reimbursed as per UNESCO's rules and regulations.

How to apply:

Interested applicants are invited to submit in writing to the UNESCO office in Myanmar:

- a) A cover letter (in English) and clearly referencing “**International Consultant – Communication and Information**” indicating how your qualifications and experience make you suitable for the assignment , and the methodology and approach(es) to be adopted to carry out the assignment.
- b) An up to date CV, with contact details including home and office telephone numbers, and
- c) A writing sample in English.

Your application should be submitted by e-mail to yangon@unesco.org no later than 17:00 Hours (Yangon time) on Thursday, 11 December 2016.

Only short-listed candidates will be contacted.