

| <b>TERMS OF REFERENCE</b><br>Individual Consultant for Communications and Partnership Support<br>MDV-ToR/2024/027<br>Dated: 19 December 2024 |   |
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| Hiring Office:   | UNFPA Maldives Country Office   |
| Purpose of consultancy:  | <p>The United Nations Population Fund (UNFPA) is the leading UN agency for Reproductive Health and Rights, delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled.</p> <p>UNFPA Maldives is seeking the services of an individual consultant to support the Country Office’s communications and partnership efforts. The consultancy will focus on assisting with developing and implementing strategies to enhance partnerships and resource mobilization, while ensuring effective communication of UNFPA’s strategic priorities. This role is crucial for fostering collaboration, securing resources and amplifying the visibility of UNFPA’s work in the Maldives.</p>   |
| Scope of work:<br><br><i>(Description of services, activities, or outputs)</i>   | <p><b>1. Partnerships and Resource Mobilization</b></p> <ul style="list-style-type: none"> <li>- Assist with developing and implementing a long-term partnership and resource mobilization strategy aligned with UNFPA’s priorities in the Maldives</li> <li>- Identify potential private sector, bilateral and multilateral partners to support UNFPA’s 7th Country Programme</li> <li>- Prepare concept notes and pitches for targeted resource mobilization initiatives</li> <li>- Strengthen existing partnerships by facilitating regular engagement, providing updates and identifying opportunities for collaboration</li> <li>- Support coordination efforts with government stakeholders and development partners to advocate for UNFPA’s mandate</li> </ul> <p><b>2. Communications for Advocacy and Visibility</b></p> <ul style="list-style-type: none"> <li>- Create human interest stories and multimedia content/coverage that showcase UNFPA’s work in the Maldives</li> <li>- Collaborate with the media to ensure visibility of UNFPA, including press releases and social media engagement</li> <li>- Update and maintain UNFPA’s social media channels and website</li> </ul> |
| Duration and working schedule:   | The consultant will be engaged on a full-time basis for three months, from mid-January 2025 - mid-April 2025.   |
| Place where services are to be delivered:  | The consultant will be based in Male’, Maldives, with potential field visits to islands as needed.  |

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| <p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>                    | <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>- Significant progress with at least one potential private sector partner</li> <li>- Concept notes tailored for potential partners based on the resource mobilization strategy</li> <li>- Monthly communication materials, including stories, social media posts and updates</li> <li>- Final report summarizing key achievements, challenges and lessons learnt</li> </ul>   |
| <p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p> | <p>Work will be monitored by UNFPA and timely updates are required to ensure alignment with project objectives. The consultant should be reachable by UNFPA during working hours for the duration of any assignments.</p> <p>The consultant will be briefed and debriefed by UNFPA and is expected to keep in close contact via email.</p>   |
| <p>Supervisory arrangements:</p>   | <p>The assignment(s) consultancy will be managed by the UNFPA Country Office.</p>  |
| <p>Expected travel:</p>  | <p>None.</p>   |
| <p>Required expertise, qualifications and competencies, including language requirements:</p>               | <p><b>Education, Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>● Advanced university degree in communications, public relations, international development, or a related field.</li> <li>● At least 5 years of professional experience in resource mobilization, partnership building or strategic communications.</li> <li>● Demonstrated experience in developing partnerships with private sector or development partners.</li> <li>● Demonstrated skills in effectively using social media platforms.</li> <li>● Proficiency in creating advocacy and communication materials.</li> <li>● Fluency in Dhivehi and English.</li> </ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>● Understanding of UNFPA's main mandates of work Population and Development, Sexual and Reproductive Health and/or Gender Equality and Women's Empowerment will be an added advantage.</li> </ul> <p><b>Profile of the consultant:</b></p> <ul style="list-style-type: none"> <li>● Consultants with a strong commitment to equality, including balanced gender representation and policies for inclusion, are strongly encouraged to apply.</li> </ul> <p><b>Behavioural Competencies:</b></p> <ul style="list-style-type: none"> <li>● Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships, both within and outside the organisation.</li> <li>● Proven leadership, teamwork, and interpersonal skills. Ability to work under limited timing would be an asset.</li> </ul> |

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| <p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p> | <p><b>Consultant must:</b></p> <ul style="list-style-type: none"> <li>● Fulfil the stipulated in the contract and the ToR through review of documents, email communications and meetings</li> <li>● Maintain close contact by email with UNFPA</li> <li>● Communicate any complications regarding the assignment as soon as possible</li> </ul> <p><b>During this assignments UNFPA will:</b></p> <ul style="list-style-type: none"> <li>● Monitor and facilitate the progress of the assignment</li> <li>● Review and provide comments to the deliverables in a timely manner</li> <li>● Facilitate contacts with UNFPA partners</li> <li>● Provide UNFPA subject release/consent forms</li> </ul> |
| <p>Other relevant information or special conditions, if any:</p>   | <p>The other conditions that may apply in the undertaking of the assignment include:</p> <p><b>Basis of payment &amp; details:</b><br/>Attractive take home pay based on qualification and experience within SB3 band. Monthly payment based on the successful completion and certification for payment as per the agreed deliverables.</p> <p><b>Language of reports/publications and other documentation and working language in country of assignment:</b><br/>English and/or Dhivehi</p> <p><b>Ownership of output:</b><br/>UNFPA</p>   |