



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Palestine
Purpose of consultancy:	<p>UNFPA’s humanitarian response plan for the crisis in Palestine is focused on addressing the urgent needs of women and girls, particularly those in Gaza affected by the ongoing war, as well as by the escalations in the West Bank and East Jerusalem. The plan emphasizes the delivery of life-saving Sexual and Reproductive Health (SRH) and Gender-Based Violence (GBV) protection and response services, while also integrating the needs of adolescents and youth. Since the conflict’s escalation, UNFPA has intensified its efforts to ensure continuous support for women, girls, and youth in crisis.</p> <p>In this challenging environment, UNFPA remains on the ground, delivering humanitarian assistance and advocating for essential conditions such as securing a permanent ceasefire, ensuring unimpeded access to Gaza, easing restrictions for essential supplies, and protecting civilians and civilian infrastructure to enable the safe delivery of humanitarian assistance.</p> <p>The purpose of this consultancy is to gather and develop impactful communication materials from Gaza to strengthen UNFPA’s advocacy efforts and showcase the organization’s response to the crisis. The consultant will collaborate with the Gaza team, implementing partners, and relevant stakeholders to document the humanitarian situation and its effects on women and girls, particularly adolescent girls, pregnant women, and GBV survivors. These materials will support UNFPA's emergency communications, advocacy initiatives, and resource mobilization activities.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the supervision of the UNFPA Communication, Advocacy, and Partnership Officer, and in close coordination with the country office communication team and the Head of the Gaza office, the consultant will be responsible for the following tasks:</p> <p>Content Gathering:</p> <ul style="list-style-type: none"> ● Collect human-interest stories, testimonials, and quotes from affected populations, including women, girls, adolescent girls, pregnant women, and GBV survivors to illustrate the impact of the crisis. ● Capture visual content, including high-quality photographs, videos, and audio recordings, documenting the humanitarian situation and UNFPA’s response efforts. ● Provide content for donor communications and briefings, highlighting the humanitarian impact and UNFPA’s response efforts in Gaza. ● Ensure all content complies with UNFPA’s policies and guidelines on photography and written content and is appropriate for use in advocacy and donor communications. <p>Data and Statistics Collection:</p> <ul style="list-style-type: none"> ● Liaise with implementing partners and service providers to collect relevant statistics and data related to the provided SRH and GBV services to affected women and girls in Gaza. ● Gather information and critical data points related to SRH, GBV, and youth. <p>Field Mission Support:</p> <ul style="list-style-type: none"> ● Assist in organizing and supporting field missions in Gaza, including logistics, coordination with local partners, and gathering necessary materials. ● Provide field reports summarizing the mission’s key outcomes, including testimonials and quotes from beneficiaries, as well as visual documentation such as photography. <p>Coordination:</p> <ul style="list-style-type: none"> ● Liaise regularly with UNFPA Gaza team members, implementing partners, and stakeholders to ensure accuracy and relevance of the collected content.



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	<ul style="list-style-type: none"> Collaborate with other UN communication groups in Gaza to ensure alignment in messaging and information-sharing efforts. Work closely with the UNFPA communications team to ensure that all collected materials are organized for post production.
Duration and working schedule:	Six months with possibility of extension Start date: 01 November 2024
Place where services are to be delivered:	Gaza Strip
Delivery dates and how work will be delivered (e.g., electronic, hard copy, etc.):	The consultant will report on progress on a weekly basis as per the scope of work above and share a monthly consultancy report with the UNFPA Communication, Advocacy, and Partnership Officer.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Acceptance of services by the end of each month through payment Certification, to be countersigned by both parties.
Supervisory arrangements:	The consultant will report to the UNFPA Communication, Advocacy, and Partnership Officer, Lisa Sabella lsabella@unfpa.org
Expected travel:	N.A.
Required expertise, qualifications and competencies, including language requirements:	<p>The ideal candidate will have the following qualifications and competencies:</p> <p>Education: A degree in Communications, Journalism, Public Relations, International Relations, or a related field.</p> <p>Experience: At least 2-3 years of experience in communications. Previous experience working with the United Nations or international NGOs is preferred.</p> <p>Skills:</p> <ul style="list-style-type: none"> Strong writing and storytelling skills, with the ability to craft compelling narratives from the field. Experience in photography, with the ability to capture high-quality visual content in challenging environments. Familiarity with humanitarian principles and an understanding of SRH and GBV issues is an asset. Excellent coordination and interpersonal skills, with the ability to work effectively in a multicultural team. <p>Languages: Fluency in English and Arabic (both written and spoken) is required.</p>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	
Other relevant information or special conditions, if any:	
Signature of Requesting Officer in Hiring Office:	DocuSigned by: <i>Ziad Yaish</i>
Date: 18-Oct-2024	99591C7534124D7...
Candidates are asked to submit a cover letter, recent CV and complete The UN Personal History Form / P11 form to palestine.hr@unfpa.org by closing date and time for applications Friday, 01 November 2024 (Jerusalem time). Only those short-listed for the position will be contacted.	