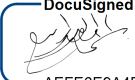


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Arab States Regional office / Communications and Advocacy Unit
Purpose of consultancy:	<p>The purpose of the consultancy is to conduct one training workshop on writing skills (News Writing, News Story writing, Web story writing, Feature and Newsletter writing) in English for the Comms focal points in the country offices of the Arab States Regional Office. The training will be virtual due to the COVID-19 protective measures.</p> <p>The training aim is to develop the writing skills of ASRO's COs Communications focal points.</p> <p>The consultant should provide UNFPA ASRO with the following:</p> <ul style="list-style-type: none"> ● Expression of interest (Eoi) outlining how the training entity/Trainer meets the selection criteria and their understanding of the TOR. ● A summarized description of the scope of work and the intended methodology to be used as well as an initial agenda. ● Names and contacts of three recent professional references (previous clients) for whom similar work has been conducted. ● An example of similar project completed recently. ● Curriculum vitae (CV) outlining relevant qualifications and experience.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> ● Creation of the methodology and training/workshop material, and resources ● Interactive, engaging training content. ● Finalizing the methodology and training/workshop schedule ● Based on the adopted methodology and training/workshop schedule, conducting the training/workshop ● Conduct the evaluation of the training/workshop ● Report on the conducted training/workshop
Duration and working schedule:	<p>Initial dates are 15-16 December 2020 (to be confirmed)</p> <p>The training is expected to be completed within two working days.</p> <p>Three days after signing of the contract the trainer/facilitator should be able to provide to UNFPA/ASRO the plan for implementing training sessions that will articulate the overall requirements of the TOR, including proposed methodology, work plan with clear timelines, and division of labour.</p>
Place where services are to be delivered:	The consultant will work virtually
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The consultant will submit deliverables electronically. All deliverables are exclusive to UNFPA.</p> <p>The following will be the expected deliverables of the consultant:</p> <ul style="list-style-type: none"> ● Work plan for developing the training/workshops, including strategy and proposed methodologies, as well as quality assurance plan; ● Evaluation of the trainer/facilitator work, based on evaluation forms received from participants; ● Successful facilitation of the training/workshop. ● Technical advice and support to participants during the training/workshop ● Final report on the implementation of the tasks after finishing the training/workshops.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Project supervisor is UNFPA's Regional Communications Advisor for the Arab States. He will supervise the project at all stages and will provide approval to the finished product.
Supervisory arrangements:	Samir Aldarabi

Expected travel:	None
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> ● Minimum university degree in media and communications or other relevant field; ● Extensive experience (at least 5 years) experience in completing trainings/workshops for United Nations agencies, International Non-Governmental Organizations and other media outlets ● Extensive experience building capacities on media and communications ● Excellent interpersonal communication skills including experience of facilitation of trainings/workshops and presentation ● Excellent communication and written skills in English. Knowledge of Arabic language is an asset.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>UNFPA ASRO will be the host of the training workshops and will provide all technical support during the course.</p> <p>UNFPA ASRO will share any UNFPA guidelines/policies related to writing.</p> <p>UNFPA ASRO will hold an orientation session with the consultant/trainer prior to the training workshops.</p>
Other relevant information or special conditions, if any:	<p>All materials will be turned over to UNFPA. Vendors agree to conduct themselves according to UN ethical guidelines.</p> <p>COA: FPA80 18000 RARB8COM COSUPCOM PU0074</p> <p>Payment method: 100% upon satisfactory delivery of services as certified by the Regional Communications and Advocacy Advisor.</p>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date: 12-Nov-2020</p>	<p>DocuSigned by:</p>  <p>AEFE6E9A4B83443...</p>