



United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

Terms of Reference Consultant

Project 503RAF5000

“Empowering local radios with ICTs”

1. Background and Objective

UNESCO, with support from the Swedish International Development Agency (SIDA), is executing project 503RAF5000, a project entitled “Empowering local radios with ICTs” in over 33 radio stations located so far in Democratic Republic of Congo, Kenya, Lesotho, Namibia, South Africa, Tanzania and Zambia.

The project addresses people’s lack of access to information, particularly to news relevant to development and covered in a comprehensible language, such as breaking local news, information on the basic services available to them and, in general, on relevant social issues.

Project 503RAF5000 intends to increase the quality of local radio programming and broadcasting by fully integrating the use of ICTs, strengthening local reporting on local issues of public interest and engaging poor people’s participation in development. These local public concern issues will be identified for each of the participating radios, in the areas of Agriculture, Health and a third area to be determined by radio stations.

With a focus on free and open-source applications, the project will help radio broadcasters improve editorial content and interaction with their audiences. Some activities will develop creative uses for basic mobile phones - the ones used by poor people – so that listeners can react to current affairs, participate in polls and send comments that are broadcast on the air. Other activities will use innovative technologies to help radio stations build playlists, create schedules on-line and manage stations remotely. Many applications are meant to work even when they are off-line, for situations when Internet connectivity fails.

For more information, please visit:
<https://en.unesco.org/radioict/home>

2. Purpose of the Assignment

Contribute to the execution of extrabudgetary project 503RAF5000.

3. Duties/Tasks

Under the supervision of Chief CI/FEM/MAS, the incumbent will:

- Assist in the execution and coordination of the project. Track progress towards the attainment of benchmarks and expected results. Liaise with field offices
- Identify experts and partner institutions for project activities in Africa
- Assist in the daily follow-up of activities and numerous trainings
- Coordinate the monitoring of the radios' programming quality in all project countries in Africa and its reporting to Headquarters
- Review baseline studies, feasibility studies, needs assessments and final reports carried out in Africa
- Assist in the implementation of the public information strategy. Organize and coordinate project visibility activities, promotional events, publicity, video, high profile visits, media interviews, podcast productions and other, including those taking place in the participating countries
- Be responsible for the website permanent updates as well as social media actions
- Liaise and follow-up partnerships with telecom operators, network providers and/or phone manufacturers
- Help control budget expenses and timely submission of financial reports. Create template and ensure as well timely submission of progress reports from field offices to Headquarters and from Headquarters to the donor.
- Prepare documents, reports, briefings, speeches, articles in English or French as requested
- Invite the project's 32 local radios to take part in the celebration of World Radio Day 2015 and help them produce events and/or material
- Backstop Field Officers for project activities and diverse submissions.
- Perform any other duties as requested by Chief CI/FEM/MAS.

4. Timetable

The contract period will be from September 2014 until August 2015, split into 2 periods.

5. Qualifications

- Professional experience:
 - At least 3 years relevant work experience; experience acquired in the organizations of the UN system will be considered an advantage
 - Experience in project management

- University Degree in management, communication, information or social and human sciences

- Profile:

- Familiarity or ability to quickly learn UNESCO's methods and procedures
- Very good drafting skills in English
- Very good organizational skills
- Strong analytical and communication skills
- Ability to multi-task, prioritize and deliver to deadlines
- Good computer skills including applications to establish/modify filing, information systems and websites
- Ability to work as part of a team and to take initiatives to provide quality and timely support and services
- Flexibility and proven experience of managing activities adapting to changing conditions in order to deliver results

- Personality:

- Is discreet and relates efficiently and tactfully to people in a multicultural and multilingual context
- Takes responsibility and manages constructive criticism
- Works effectively with field offices and stakeholders
- Plans work, anticipates risks and sets goals within area of responsibility
- Contributes to a collegial team environment

- Language skills:

Knowledge (written and verbal) of English at advanced level and knowledge of French as a second language at intermediate level. Knowledge of a third UN official language an advantage

6. Supervisory arrangements

The consultant will be under the direct supervision of Chief CI/FEM/MAS, Section Media Development and Society, Division for Freedom of Expression and Media Development, Information and Communication Sector, UNESCO.

Applications from qualified female candidates are especially encouraged. Please note that only short-listed candidates will be contacted.