



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Communications Intern UNFPA Sub-Regional Office for the Caribbean - in support of efforts under lead of the Liaison Office of the Barbados and OECS	
Hiring Office:	<p>Sub-Regional Office for the Caribbean (SROC)/Barbados and OECS Liaison Office</p> <p>UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.</p>
Purpose of internship:	The Communications Intern will provide support to the UNFPA Liaison Officer for Barbados and the OECS with communication strategies that are sustainable, yet scalable, and are realistic, based on current staffing and skill-sets. The strategies will raise visibility and awareness of UNFPA's three transformative agenda goals and humanitarian and development work in the Sub-region of the Caribbean with special attention to the Eastern Caribbean and special Sub-Regional projects managed by the Sub-Regional Office for the Caribbean.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> ● Create content in support of the projects and activities under Barbados and the Eastern Caribbean. ● Provide inputs for selected approaches to increase online engagement (web and social) in alignment with UNFPA procedures. ● Script content for videos, reels, shorts and text for social media platforms ● Provide on the ground support for UN initiatives for UNFPA and UN hosted events as per the annual calendar. ● Design and provide inputs into selected approaches to increase visibility engagements (Web and social media/news outlets) in alignment with UNFPA mandates especially with the Build Back Equal, FPA90 and SDG Joint Programme projects.
Deliverables:	<ol style="list-style-type: none"> 1. Compose/edit and proofread speeches, letters, comuniques, impact stories etc. that highlight the progress and impact of the projects implemented by the UNFPA Barbados and the OECS Liaison office. 2. Develop human interest stories relating to the three programming areas for visibility and information purposes for both UNFPA and sponsor. 3. Develop short stories to highlight progress on with key partnerships and its impact on the target population to be shared publicly and internally. 4. Support the development of a visibility plan of the UNFPA mandates with a focus spotlighting the initiatives being undertaken by UNFPA through the various projects. (BBE, FPA90 and SDG Fund).
Required expertise, qualifications and competencies, including language requirements:	<p>Education</p> <ul style="list-style-type: none"> ● Be enrolled in a first university degree programme (such as bachelor's degree or equivalent) and have completed one full academic year in one or more of the following disciplines: Communications, Journalism, Public Relations, Political Sciences, Social Sciences or relevant subjects.



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	<ul style="list-style-type: none"> ● Be enrolled in a postgraduate degree programme (such as master’s programme or higher); ● Have recently graduated with a university degree as defined above and, if selected, must start the internship within one-year of graduation; ● Be enrolled in a postgraduate professional trainee programme and undertake the internship as part of this programme. <p>Qualifications and Experience</p> <ul style="list-style-type: none"> ● Strong communication skills and proven experience with the use of social media and other channels for effective knowledge sharing and visibility such as X formerly Twitter, Instagram, TikTok, YouTube and Facebook. ● Proficiency in use of audiovisual tools and software inclusive of Adobe suites, Canva and other platforms. ● Ability to communicate complex ideas in a clear manner and synthesize large volumes of data and/or information. ● Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds. <p>Languages:</p> <ul style="list-style-type: none"> ● Excellent oral/written communications and editing skills in English required.
Outcome:	<p>Upon completion of the assignment, the Communications Intern will gain the following knowledge assets:</p> <ol style="list-style-type: none"> 1. Increased understanding of UNFPA and the UN System. . 2. Understand the UNFPA mandate and policies, including subregional and regional set-up. 3. Understand UNFPA programme design and delivery mechanisms. 4. Understand the dynamics of operational and programme support and communications to the field offices.. 5. Learn UN technical language, working procedures, and coordination mechanisms. 6. Write and formulate substantive documents. 7. Network with UN colleagues. 8. Work experience as a team member in a multicultural setting. 9. Build a stronger foundation of social media communications, writing proposals, concept notes and terms of reference as well as digital and print communications and event planning.
Place where services are to be delivered:	Hybrid function within the physical space at the Barbados OECS Office at UN Headquarters in Barbados and/or remote modality.
Duration and working schedule:	The internship will be for a period of five months starting 29 July - 31 December 2024.



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Salary/Remuneration:	Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government, foundation, or scholarship programme. The amount of the stipend varies according to the intern's agreed place of work, which may be different from the duty station of the hiring office in cases of remote arrangements. In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.
Stipend:	The intern will receive a monthly stipend in accordance with the UN rates for the duty station.
Supervisory arrangements:	The candidate will report to the UNFPA Liaison Officer for Barbados and OECS.
How to Apply:	Applications can be sent to: vacancy.sroc@unfpa.org Due to the volume of applications received only shortlisted candidates will be contacted for an interview.