

TERMS OF REFERENCE

Junior Professional Officers (JPO)

Please indicate if this ToR supersedes a previously submitted ToR:

I. General Information:

Title:

Communication and Information Analyst

Sector of Assignment:

Communication and programme

Country:

Tha i land

Location (city):

Bangkok

Agency:

UNDP/UNV

II. Supervision:

Name of Supervisor:

TBC

Title of Supervisor:

UNV Regional Manager

Content and methodology of supervision:

(Describe in detail type and manner of supervision, e.g., timing and number of meetings with supervisor; feedback sessions on performance against established work plan)

UNDP performance management procedures are applicable to all JPO assignments. Within this framework, at the beginning of the assignment a six month work plan will be established with clear deliverables and performance indicators. In the initial six months, weekly meetings will take place with the supervisor. Following the first six months and on the basis of an assessment, the assignments and responsibilities will be progressively increased and yearly work plans established. On a day-to-day/regular basis, the JPO will interact with the supervisor on specific tasks assigned and review progress. The JPO will also participate in regular team meetings as well as being assigned special assignments, field missions and corporate activities. Under the PMD, a formal mid-year and end-of-year assessment will be conducted by the supervisor.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

(Please include percentages for each duty. Describe briefly the main tasks specific to this assignment and output expectations during the first and second year of assignment)

1- Strengthen advocacy and communication outreach with main UNV partners, focusing on the following:

Based on UNV communication strategy, identify communication gaps, assess communication needs in the region.

Develop a short communication plan with specific focus on main programme partners serviced by

the regional office.

In collaboration with the different programme specialists, develop relevant and innovative communication materials on UNV's programmatic engagement and results and ensure proper and targeted dissemination with relevant partners.

Promote and support use of social media to further engage with UNV's constituencies and share UNV's results.

Identify relevant opportunities to share UNV's experience into broader UN (e.g. UN Youth Flash, thematic online networks discussion etc) and support Field Units and Programme Specialists in documenting and communicating about the results of the UNV Programme.

2- Support programme intelligence in the Asia Pacific region by focusing on the following:

In close consultation with Programme Specialist, collect and consolidate information and data on new potential partners for the Asia-Pacific region (with a focus on private sector, foundation) and identify relevant entry points for collaboration with UNV.

Support development of relevant briefs and concepts note.

Assist with the development of a resource mobilisation strategy for programming in the region.

Support consolidation of programmatic results from the region and prepare relevant reports.

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

(Indicate Master's degree or equivalent in specified development-related discipline, and desired emphasis, if applicable)

Master's degree in communication or social sciences, political science, economics or related fields.

Work Experience (at least 1 to 2 years relevant work experience):

(Indicate the desired work experience in key areas, if appropriate)

- At least 2 years of relevant work experience and proven track record in communication and programme.
- Work experience in an international organization or with private sector corporate responsibility programme or a foundation will be an added advantage

Key Competencies of the assignment:

(Indicate technical knowledge, professional/language skills)

Fluency in English; fluency in additional UN languages is an asset.

Functional Competencies:

Core Competencies:

Innovation: Ability to make new and useful ideas work – Level 2: Execute & Learn
(Perform defined tasks)

Leadership: Ability to persuade others to follow – Level 1: Support (Reliable Replication)

Communication: Ability to listen, adapt, persuade and transform – Level 2: Execute &

Learn (Perform defined tasks)

Delivery: Ability to get things done – Level 2: Execute & Learn (Perform defined tasks)

Technical/Functional Competencies:

Primary:

Substantive positioning of UNV: Knowledge of global institutions (such as the UN), processes (such as G20 and various UN initiatives), good grasp of UNV' s niche, and ability to engage and foster strong networks with institutions – Level 2: Execute & Learn (Perform defined tasks)

Communication: Ability to translate programme results into innovative communication material and ability to adapt communication and messages to different targeted audience – Level 2 Execute and Learn (Perform defined tasks)

Partnerships: Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships – Level 2: Execute & Learn (Perform defined tasks)

Resource Mobilization: Ability to identify and organize programmes and projects to implement solutions and generate resources – Level 2: Execute & Learn (Perform defined tasks)

Secondary:

Sustainable Development: Knowledge of sustainable development concepts, principles and issues and the ability to apply to strategic and/or practical situations – Level 2: Execute & Learn (Perform defined tasks)

Results-based Management: Ability to manage programmes and projects with a strategy aimed at improved performance and demonstrable results – Level 2: Execute & Learn (Perform defined tasks)

Knowledge Management: Ability to efficiently handle and share information and knowledge– Level 2: Execute & Learn (Perform defined tasks)

V. Learning Expectations:

Upon completion of the assignment, the JPO will have / be able to...

(Indicate training / learning activities, based on which learning programme will be structured.

Indicate what the incumbent will learn during the assignment, defined in measurable results and broken down by year. Specify what subjects will be taught in the course of the orientation briefing upon JPO's arrival at the duty station.)

Training components:

The training will depend upon the staff member needs and a learning plan will be developed in collaboration with the supervisor to ensure maximum learning throughout the assignment. Participation in training on UNV areas of work as well as others UN-related programmes can be envisaged. Participation in missions with a mentor will constitute on-the-job training.

Learning elements:

The incumbent will be at the end of his/her first year:

- Developed a substantive area of expertise on Volunteerism for development;
 - Increased awareness of UNV's mission and strategic framework, as well as the relevance of including volunteerism for peace and development;
 - Increased understanding of the evolution of the development landscape in the Asia Pacific region and the partnership and programmatic opportunities that it provides.
- . An understanding of UNDP's rules and procedures—especially in relationship to partnership and communication.
- An ability to engage with new emerging partners in the Asia-Pacific region.

VI. Background Information:

(Briefly give background/outline of the programme/projects the JPO will be working on, e.g., history, recent developments, and briefly describe planned developments concerning the programme/projects. Provide some basic information about the office: number of international and national staff in the whole office and in the unit where the JPO will be working, etc.)

In the effort of strengthening UNV programmatic engagement, the 2014-2017 UNV Strategic Framework has established a clear result structure for UNV along with five global programmes, each capable of providing priority seed funds and targeted technical expertise for integrating volunteerism in select substantive areas. The five areas were identified where there is the largest evidence and potential that the integration of volunteers and volunteerism can contribute to concrete development impact. These five areas are: Securing access to basic social services; Community resilience for environment and disaster risk reduction; Peace building; Youth National capacity development through volunteer schemes

To support that engagement and increase capacity in the field, three strategic UNV regional offices were opened at the end of 2014 in three locations: Latin America and the Caribbean (Panama), Africa (Nairobi), and Asia and the Pacific (Bangkok). With the mandate of developing and strengthening programmes and programme partnerships, the regional offices, each headed by a Regional Programme Manager supported by a team of UN Volunteers with thematic profiles, will ensure strategic, focused and high-quality programmatic UNV partnerships to respond to country and regional needs. All while mainstreaming the role and the impact of volunteers and volunteerism in the five areas of global programmes.

The Communication and Information analyst will join the team in Bangkok and provide support to the whole programming work.

Please note that in the online version you will be asked to upload an updated **organigramme**.

VII. Information About Living Conditions at the Duty Station:

(Indicate briefly the main characteristics of the place of assignment)

Different kinds of accommodation are available in Bangkok, though it is most common to stay in apartment buildings. The cost will vary depending on individual wishes and requirements as well as location. Transport options include the sky train (BTS), metro/underground system (MRT), riverboats, taxi, bus and motorbike.

There are different phone networks available (fixed and mobile) and internet access is easy (it can be installed at home and there are also many internet cafes and public WiFi access points). The electricity network is 220 volts.

The BRH office is located in Bangkok, on the UN-ESCAP compound. The Communication and Information Analyst is expected to be present on the premises. Duty related travel may also be required.

Bangkok allowed basic living needs, including accommodation, banking facilities, medical facilities

and telecommunications/internet services are readily available. All staple foods can be found in the markets, e.g: rice, meat, vegetables, fruit, cooking oil, salt, etc. Many imported goods are available in Bangkok and other places throughout Thailand. Bangkok has many good restaurants with good health standards and most guesthouses provide food. In Thailand the most used means of transportation are taxi or local bus (and, in Bangkok, the elevated train service). Mobile phone is the most dependable tool to be in-touch with colleagues and friends. Internet service is readily available and affordable at most apartment complexes. ATMs are everywhere in Thailand and Western cards can usually be used to withdraw Thai Baht.

Bangkok is a family duty station, classified in the "A" category according to the International Civil Service Commission (ICSC). More information about the country and the UN operation at the duty station can be found at <http://www.un.or.th/thailand/travelinfo.html>.

Approved by:

Name:

Title:

Duty Station:

Agency / Unit:

Email:

Submitted by:

Name:

Title:

Duty Station:

Agency / Unit:

Email:

Date of Submission: