

CONSULTANCY ANNOUNCEMENT

Position Title	Communications Consultant
Duration	142 days from 15 October 2010 to 30 June 2011
Type of Contract	Special Service Agreement
Duty Station	Dili, Timor-Leste
Deadline	Friday, 17 September 2010

Background Information

UNIFEM Timor-Leste will begin the second phase of the DFID-funded project on *From Communities to Global Security Institutions: Engaging Women in Building Peace and Security*. The programme targets two districts in Timor-Leste, Covalima and Bobonaro to build women's capacity to engage in violence reduction/dispute/security/peace building initiatives at the community level (e.g., peace huts, local community security committees, mediation forums). It will also improve access to support services for victims of SGBV (e.g., psychosocial and legal support, economic empowerment, sexual and reproductive health). At the same time, the programme in Timor-Leste will work with security sector institutions to create a more secure environment for women and target communities by way of protection and better access to support services. The two pronged approach creates linkages between the community initiatives on SGBV and peace building, and actors in the security sector to support gender-sensitive security sector reform (SSR) in terms of institutional changes, sensitization of police and women's participation in the sector among others.

The outputs of the project are that: (1) Capacities strengthened of women and women's groups in Covalima and Bobonaro to enhance their participation in, leadership and monitoring of peace processes and other peace building / conflict prevention and post-conflict recovery processes and (2) in selected communities in Covalima and Bobonaro, community including women's capacity is built to create a protective environment that ends the cycle of violence that targets women and girls.

There will be trainings of trainers to local women's groups, where mediation forums are established and where members of the mediation forum on women's rights, SGBV, and peacebuilding processes (conflict mediation and transformation) are carried out. Furthermore, continuous awareness raising and dissemination of information on SGBV, women's human rights and mediation/peace building processes to community are some of the activities envisaged.

In the phase 1 of the above programme, UNIFEM funded a baseline survey on sexual gender based violence in Covalima and Bobonaro and the findings were published. To encourage better usage of the findings in a more accessible manner to the community, UNIFEM is interested to convert the findings into creative documentation for the community to use them in the training sessions to raise awareness of SGBV and women's human rights and participation of women in conflict mediation and peace building processes.

Furthermore, UNIFEM has an Integrated Programme for Women in Politics and Decision-Making, referred to as IPWPDM. It is designed to enhance and support women's participation in politics and decision-making at the national level in Timor-Leste. The programme builds on the concept of transformative leadership in politics and communities, through which vigilant and responsible leaders function in a governance paradigm that enables them to be effective, consultative, gender-responsive, transparent and accountable. This fundamental concept ensures that women's participation in governance will result in real change and benefits for all through sustainable development.

Two of the outputs for the IPWPDM programme is that the capacity of elected women in and associated with politics to advocate for the priorities of women's agenda is built through a supportive environment and that media will have a better understanding of gender equality and report positively of women in politics. In this regard, trainings and awareness-raising through video narratives of elected personalities are strategies that are used to achieve the outputs.

UNIFEM is interested to produce creative documentation to highlight the role and achievements of elected women leaders and men at suco and national levels to document activities of elected women and men leaders at both levels in promoting gender equality and women's empowerment. In 2009, UNIFEM completed an assessment of women suco members from the first suco election, 2004/2005, which can be use as a basis for this documentation. In 2009 as well, UNDP Timor-Leste had profiled elected women and men Members of Parliament

The objective of the consultancy is to produce creative interactive documentation for issues related to SGVB (to include how women participate in conflict mediation and peace-building processes) and women's political participation. It is hoped that the creative documentation will highlight these two issues, more prominently in Timor-Leste by contributing to a supportive environment to support gender equality issues and women's empowerment. The documentation can be used as promotional products to disseminate information and raise awareness issues on SGBV and women's participation in conflict mediation and peace building processes and also as publicity materials to engage political parties in featuring more women on their party lists in the upcoming national election in 2012 and future municipal election in 2013. Additionally, the documentation will be used as informational knowledge products to be

incorporated into training and workshops on SGBV (to women's engagement in conflict mediation and peace-building processes) and women's participation in politics.

Duties and Responsibilities

Scope of the Consultancy:

The consultancy is therefore expected to produce two distinct outputs as well as provide advice and support during three critical events during the consultancy period.

The first one is two (2) video documentations that can be used during workshops or training based on the findings of the Baseline Survey on Sexual Gender Based Violence in Covalima and Bobonaro for continuous awareness raising and dissemination of information targeting the community to include how women participate in conflict mediation and peace-building processes as well as targeting male and youth in Covalima and Bobonaro. It will also include relevant information on the Law against Domestic Violence that was promulgated on 21 June 2010.

The second output is two (2) short videos entailing the role and work of an elected leader (man or woman at local and national levels) with their community together which will supplement the UNIFEM existing manuals on women in politics.

Finally, there will be three number of critical events – National Women's Day (3 November), 16 Days of Activism to End Violence against Women (25 November to 10 December), International Women's Day (8 March) to be organized to coincide with the period of the consultancy. The selected consultant will be expected to advice and support relevant National Coordinators from UNIFEM Timor-Leste working with SEPI and relevant NGOs to make linkage with the documentation on SGBV during this implementation.

Separately, UNIFEM will contract the use of the production house/company for the filming and the post-production, including editing.

Creative Documentation on SGBV

- a) Research and review SGBV baseline report and other relevant materials linked to SGBV (to include how women participate in the conflict mediation or peace-building processes) in Timor-Leste as well as the media and communication landscape to generate programme ideas and content.
- b) Develop concept for the documentation and take into consideration any existing training modules on sexual and gender-based violence and women's participation in conflict mediation or peace-building processes.

- c) Conduct reconnaissance trips in addition to research interviews along with the film director and identify locations as well as personality/ personalities to be featured in the programme including the UNIFEM National Advocates to Eliminate Violence Against Women and Girls.
- d) Oversee the process of production including the coordination, planning of filming schedule, hiring of production team.
- e) Supervise the scriptwriting, directing, filming, editing and post-production of the video.
- f) Advise and control on the creation of scenes and conditions for the documentation.

Expected Deliverables

- 1) Two (2) 10-minute video edited and ready for broadcast in Tetum and sub-titled in English

Creative Documentation on Women in Political Participation

- a) Review UNIFEM's Assessment of Women Suco Councillors report and other relevant materials linked to women's political participation in Timor-Leste as well as the media and communication landscape to generate programme ideas
- b) Research and conduct consultations to identify the most appropriate persons to be interviewed
- c) Conceptualise two (2) video documentations on women in politics that highlight personal attributes of successful candidates highlighting their participation in political life of the community (to include women's engagement in the conflict mediation) and in government.
- d) Develop concept for the video documentation building on the concept of transformative leadership and the communities.
- g) Conduct reconnaissance trips along with the film director and identify locations as well as conduct research interviews with the relevant individuals for the documentation.
- h) Oversee the process of production including the coordination, planning of filming schedule, hiring of production team.
- i) Supervise the scriptwriting, directing, filming, editing and post-production of the video.
- e) Advise and control on the creation of scenes and conditions for the documentation.

Expected Deliverables

- 1) Two (2) video programmes edited and ready for broadcast in Tetum and sub-titled in English

Technical Advisory and Support to Three (3) Critical Events

- a) Participate in preparation meetings and advise on the communication aspects of the event i.e. media engagement plan, documentation and advertisement strategies, etc
- b) Review drafts of key public documents such as media advisories, releases, speeches
- c) Advocate for the usage of UNIFEM National Advocates to Eliminate Violence against Women and Girls in these critical events

Expected Deliverables

- 1) Progress reports on the support of the event organizations
- 2) Final consultation report on how UNIFEM National Advocates were featured and recommendations for moving forward in advocacy surrounding SGBV.

Monitoring and Progress Controls

The consultant will be fully based in UNIFEM Timor-Leste and will report to the Country Programme Manager. S/he will work closely with the National Coordinators for DFID Phase 2 and the IPWPDM programmes. The consultancy is to be fully based in Timor-Leste over a total of 142 days from 15 October 2010 to 30 June 2011.

Payment Milestones

First Payment: 20% of the total amount, will be made after submission and acceptance of consultancy inception report, which includes work plan, key milestones and approach of conducting the assignment in consistent with the Terms of Reference

Second Payment: 30% of the total amount will be paid within 15 days after submission and acceptance of the two video programmes on SGBV

Third Payment: 30% of the total amount will be paid within 15 days after submission and acceptance of the two video programmes on women in politics

Final Payment: 20% of the total amount will be paid within 15 days after submission and acceptance of the following progress reports and the final consultation report.

Each payment is subject to receipt of certification for payment and performance evaluation for last payment duly completed.

Qualifications and Experience

- Masters or Bachelor's degree in Communications, International Relations, Journalism, Political Science or other related disciplines.
- A minimum of five years (with Master's) or ten years (with Bachelor's) of relevant experience
- Previous working experience working with the UN System
- Work experience in Timor-Leste

Competencies

- Local knowledge and understanding of cultural and socio-political conditions affecting women in Timor-Leste.
- Exposure to working on issues related to women's political participation and sexual gender based violence
- Proven writing and editing skills, with a strong command of English and an ability to convey complex ideas in a clear, direct and lively style
- Sound and extensive editorial production and work flow experience writing and editing for the radio and/or video
- Fluency in spoken and written English is essential
- Possess working understanding of Bahasa Indonesian and Tetum
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How to apply

Applicant must state in your application letter how you meet the selection criteria specified in the term of reference. Additionally, applicant must submit a financial proposal/consultancy fee quote. The financial proposal should include all necessary fees and cost related to the assignment. UNIFEM will not cover any other additional expenses outside of the financial proposal.

Interested application please submit your application letter, curriculum vitae and P11, and financial proposal to Mr. Domingos Da Costa Ximenes at domingos.dacostaximenes@unifem.org and info.th@unifem.org or you can send to UNIFEM office at UN agency house, Caicoli – Dili, Timor-Leste. Phone: +670- 331 3294

The deadline for submitting applications is **17 September 2010**. Only short listed candidates will be notified.