

TERMS OF REFERENCE

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Tokyo Representation Office
Purpose of work:	To assume a leading role in overseeing the comprehensive editorial coordination of content, including tasks such as aiding in communications and public information services for the UNFPA Tokyo Representation Office (the 'Office'). The supplier's proficiency and abilities will be utilized to research, analyze, and effectively present pertinent information collected from various sources, with the goal of making valuable contributions to the overall effectiveness of the Office's communication strategies.
Scope of work: <i>(Description of services, activities, or outputs)</i>	a) Editorial Management for the Office's newsletter (News Digest): - Reviewing relevant materials, project documents, and reports to create draft content for the News Digest. - Gathering pertinent information and drafting content for the News Digest. - Coordinating with the team to facilitate the production process of the News Digest. - Editing and finalizing drafted content for the purpose of disseminating the News Digest. - Undertaking any other related tasks as necessary. b) Communications Strategy Support: - Providing support and advice regarding communication and public information issues, methods, and approaches to the Office. - Assessing results and impact of communication activities of the Office - Assisting in creating a diverse range of informational communication materials in support of the Office's initiatives and campaigns.
Duration and working schedule:	The contract period shall commence from 1 October The specific duration of the contract shall be determined through mutual agreement between the parties. In the event either party wishes to terminate this contract, a written notice must be provided at least two months in advance.
Place where services are to be delivered:	In principle, the supplier shall work 1.5 days per week with 2 half days in the office and the remaining time as remote work. Working hours and methods would be periodically discussed and adjusted with the supervisor. The supplier may be required to work on-site at event venues or meeting locations as needed.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The News Digest is expected to be issued on a monthly basis. For other assignments, specific deadlines and instructions will be provided by the supervisor. The supplier will adhere to these instructions, completing the tasks and submitting them to the supervisor for review. Each assignment's completion will be confirmed by the supervisor following their review and approval. Work may be submitted electronically or as directed by the supervisor for each individual task.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The supplier shall maintain close communication with the supervisor, providing regular updates on the progress of the assigned tasks. The supplier shall report as needed and seek consultation or guidance from the supervisor whenever necessary throughout the duration of the contract. Specific reporting requirements, format, and deadline for progress updates shall be determined in collaboration with the supervisor and may be adjusted as per the nature of each assignment
Supervisory arrangements:	The supervisor will be responsible for providing guidance and instructions related to each assignment. Regular communication will be maintained through email and bi-weekly office meetings to discuss progress and address any questions or concerns.

	The supplier will report on the completion of each assignment and seek feedback from the supervisor for quality assurance. Decisions related to task priorities and changes to project scope will be made in consultation with the supervisor. In case of challenges or uncertainties, the supplier can seek support and consultation from the supervisor to find appropriate solutions.
Expected travel:	No travel is expected for this assignment.
Required expertise, qualifications and competencies, including language requirements:	Education: Completion of secondary school education is required. A first-level university degree in Administration or a related field is an asset. Knowledge and Experience: Experience in implementing visibility communications and advocacy strategies is required. Excellent writing and editing skills with strong analytical and research abilities are required. Ability to develop approaches and materials for diverse target audiences, including messaging on culturally sensitive issues. Proficiency in using various applications commonly used for editing and creating communication materials and Google Drive. Previous experience in the United Nations is desirable. Languages: Fluency in English and Japanese is required.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	When working at the office, a suitable working environment, including a PC and desk, will be provided. Additionally, there will be guidelines and rules that the supplier should adhere to.
Other relevant information or special conditions, if any:	Salary will be paid to the supplier for the performance of the services as outlined in the contract. For office attendance, transportation expenses will be covered as part of the consideration. In cases where the supplier is required to travel to locations outside the office for official duties, all travel expenses will be reimbursed according to UNFPA's travel policy.
Signature of Requesting Officer in Hiring Office: _____ Eiko Narita, Chief, Tokyo Representation Office Date: _____	