



TERMS OF REFERENCE (Individual Contractor Agreement)

Title: Public Information Assistant
Project: ACNUR – Protección de Refugiados en el Ecuador
Duty station: Quito, Ecuador
Section/Unit: Public Information Unit
Contract/Level: Local - Support ICA, Level LIICA4 [USD 1,671 incluye IVA y aporte IESS]
Duration: 01/06/2018 **through** 31/12/2018
Supervisor: Snr Public Information Associate, Mr. Daniel ALMEIDA

1. General Background

(Brief description of the national, sector-specific or other relevant context in which the individual contractor will operate)

The United Nations High Commissioner for Refugees, UNHCR is a global organisation dedicated to saving lives, protect rights and help build a better future for refugees, forcibly displaced communities and stateless persons. The Office of the UNHCR was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to coordinate international action to protect refugees and solve their problems worldwide.

With the experience of seven decades of work in 130 countries, and thanks to some 10,966 professionals, UNHCR supports about 65 million people in its struggle for survival, to regain hope and find a home again.

Settled in the humanitarian tradition of the Americas, the Brazil Action Plan (BAP, 2014), signed by the States of the region, including Ecuador, represents the commitment of Latin America in the defense of the rights of refugees, internally displaced and stateless persons.

Since the year 2000 UNHCR, works with the Ecuadorian government in protecting the largest group of refugees in Latin America, 97% of which are Colombians. UNHCR in Ecuador develops and implements a Multi-Year Multi-Partner Strategy to provide a comprehensive response to the situation of refugees, allowing durable solutions and access to basic rights, through and with regards to the legal, economic and social dimensions.

The strategy implemented by the UNHCR strives for the gradual integration of refugees, not only as recipients but as a financially active community with the same rights and obligations as Ecuadorians, and with the same opportunities to contribute to the host country.

The UNHCR Ecuador works with the support of various organisations from the civil society, both national and local, as well as other agencies within the United Nation's system and government.

UNHCR has its Branch Office in Quito and five field offices in Esmeraldas, Ibarra (Eje Andino including Tulcán), Lago Agrio, Guayaquil y Pichincha.

2. Purpose and Scope of Assignment

(Concise and detailed description of activities, tasks and responsibilities to be undertaken, including expected travel, if applicable)

- **Monitor and collect press-cuttings of articles in national, regional, international media that pertain to refugee's related issues and to the work of the operation.**
- **Monitor social media on refugee related issues; draft messages in consultation with the PI Associate and contribute to the implementation of the social media strategy locally and in line with regional guidelines and campaigns**
- **Draft stories about the work implemented by the operation in Ecuador and related to conditions of persons of concern in English and Spanish**
- **Compile and maintain the mailing list for press releases, information bulletins, etc and ensure timely despatch of information to media and other interested parties.**
- **Classify and maintain adequate stock of PI materials in accordance with established guidelines.**
- **Provide clerical assistance in regards to the Units' activities, including PI events and logistics.**
- **Respond to routine telephone and written enquiries from a variety of sources such as the media, the public, NGOs and government officials etc, under the supervision of the PI Associate.**
- **Maintain PI files up-to-date.**
- **Contribute to the implementation of the Public Information Strategy**
- **Perform other duties as required**

3. Monitoring and Progress Controls

(Clear description of measurable outputs, milestones, key performance indicators and/or reporting requirements which will enable performance monitoring)

- 1. Through field visits produce multimedia materials (video, photo, stories, social media posts, fact sheets, infographics, etc) portraying UNHCR programs delivered.**
- 2. Products which provides evidence of UNHCR work in Ecuador (video, photo, webstories) produced according to a planning designed with the supervisor.**
- 3. Assist the office in gathering and consolidating data on programme implementation and indicators to facilitate the preparation of fact sheets, and other specific reports.**
- 4. Coordination with UNHCR's main partners, planning of joint activities. Monitoring and continuous support in order to visibilize the activities and projects that involve people of concern.**
- 5. Assist the PI Unit in the design, layout and preparation of brochures and other information materials.**
- 6. Perform other duties as required.**

Progress controls will be carried out quarterly (informally) and annually

4. Qualifications and Experience

(List the required education, work experience, expertise and competencies of the individual contractor. The listed education and experience should correspond with the level at which the contract is offered.)

a. Education (Level and area of required and/or preferred education)

- Post-secondary training in the areas of Journalism, Public Relations and Social Sciences or related field.
- Excellent drafting skills in Spanish and English
- Fluency in English
- Translation and interpreting skills would be considered as an asset

b. Work Experience

(List number of years and area of required work experience. Clearly distinguish between required experience and experience which



could be an asset.)

- Minimum 3 years of previous relevant job experience
- Working experience at UNHCR and the agencies of the UN System would be considered as an asset

c. Key Competencies

(Technical knowledge, skills, managerial competencies or other personal competencies relevant to the performance of the assignment. Clearly distinguish between required and desired competencies)

- Fluency in English and Spanish are essential.
- Excellent writing skills both in English and Spanish.
- Computer skills in Office power point and desktop publishing an advantage.
- Social media advance user required.
- Photography and video editing required.
- Communication skills required.
- Candidate will be required to travel to field locations.

Ability to work in multi-cultural organization

Knowledge of UNHCR programmes and activities is desirable.

Project Authority (Name/Title):	Contract holder (Name/Title):
Signature _____ Date _____	Signature _____ Date _____