

INTERNATIONAL CONSULTANT – Communication and Information (CI) Unit
(Position located in Bangkok, Thailand)

Terms of Reference

Date issued: 28 June 2016

Functional Title: International Consultant – CI Unit

Organizational unit: UNESCO Bangkok Office

Duty Station: Bangkok, Thailand

Duration of the contract: 11 months

Deadline for applications: 10 July 2016

I. Background

Within the framework of UNESCO programme on Communication and Information (CI), in particular its Main Line of Action 2 on “Enabling universal access and preservation of information and knowledge”, an International Consultant is required to closely coordinate and ensure the smooth implementation and reporting of the project “Safeguarding the Documentary Heritage of Least Developed Countries (LDCs) and Small Island Developing States (SIDS) in Southeast Asia” in close cooperation with the UNESCO Office in Jakarta.

The Consultant will also be required to provide advisory and technical support to the UNESCO’s Memory of the World programme in Asia-Pacific, which is being developed and implemented in close collaboration with the Memory of the World regional Committee for Asia and Pacific (MOWCAP).

II. Assignments

Under the overall authority of the Director of UNESCO Bangkok Office, and under the direct supervision of the CI Adviser, and in close collaboration with UNESCO’s Jakarta Office, the consultant shall undertake the following assignments:

Under the “Safeguarding the Documentary Heritage of Least Developed Countries (LDCs) and Small Island Developing States (SIDS) in Southeast Asia through the UNESCO Memory of the World (MoW) programme”:

1. Coordinate the implementation of the project activities and provide technical assistance to relevant stakeholders and project partners to organize, plan and facilitate the seminars, workshops and trainings, including the regional ASEAN +3 consultation on the implementation of the UNESCO *Recommendation concerning the Preservation of, Access to, Documentary Heritage including in Digital Form*;
2. Identify, invite and coordinate the participation of national stakeholders and international experts for the implementation of project activities;
3. Organize the inventories of significant documentary heritage in project target countries and other selected LDCs in ASEAN if relevant;
4. Undertake missions to facilitate workshops and oversee on-site implementation of activities;
5. Support the national institutions and relevant stakeholders in the nomination process of significant documentary heritage to the international or regional Memory of the World registers;
6. Explore and develop strategic partnerships, including with the ASEAN Secretariat, for the implementation of the project and Memory of the World in general;
7. Plan and coordinate the development of relevant publications included in the project and organize the launch events in close cooperation with the Information and Knowledge Management Unit of the Bangkok Office;
8. Promote the visibility of the project and overall UNESCO's MoW programme in Asia-Pacific by drafting and contributing regularly news items, articles and social media posts through UNESC websites and communication channels;
9. Prepare relevant project monitoring reports as required by UNESCO against related performance indicators, associated baselines and targets, and provide analysis of challenges and risks in implementation as well as proposed remedial action;
10. Prepare the final report of the project to the donor, highlighting outputs, achievement of expected results, assessment of challenges and lessons learnt.

Other responsibilities:

11. Design programme to promote the complementary approaches to heritage preservation through Memory of the World and mobilize resources and support for it;
12. Seek and develop possible synergies between Memory of the World and UNESCO's activities on archives and freedom of information within the framework of SDG 16.10.

III. Expected deliverables

- Biannual progress reports and final report of the project “*Safeguarding the Documentary Heritage of Least Developed Countries (LDCs) and Small Island Developing States (SIDS) in Southeast Asia through the UNESCO Memory of the World (MoW) programme*”
- Mission and field visit reports

- Reports for workshops, conferences and consultations organized, as necessary
- Communication materials produced for the implementation of the project (publications, news items, photographs, presentations, speeches, etc.)
- Project document on synergies

IV. Duration of contract and level of consultant

11 months at middle consultant level

V. Duty station and required travel

The consultancy is based in Bangkok, Thailand, with some travels to project locations as required and other sites to be determined.

VI. Fees

USD 4,180 per month (middle-consultant level), plus economic fare air travel and Daily Subsistence Allowance (DSA) for mission travels according to UNESCO rules and regulations

VII. Qualifications/Requirements:

Education: Advanced university degree in the area of archives and records management, library studies, information and communication science, heritage management, history, international relations, or a related field.

Language: Excellent written and spoken English.

Experience: At least 5 years of professional experience in project development, implementation and coordination in the field of archives, information management, heritage preservation and access. Previous work experience in a UN organization and knowledge of ASEAN countries are highly desirable.

Competencies:

- Excellent interpersonal and communication skills;
- Ability to manage high quality projects and deliver results;
- Excellent research and analytical skills;
- Proven ability to develop quality project proposals and mobilize support and partnerships;
- Ability to advice, provide guidance and propose ideas and innovative projects to maximize synergies;
- Capacity to combine good teamwork spirit along with strong ability to take initiative and work independently;
- Capacity to maintain effective working relationship with people of different nationalities and cultural backgrounds;

- Good computer and IT skills;
- High sensitivity to the needs of LDCs and to the UN's principles regarding inclusiveness, neutrality and ability to mainstream gender perspective in all interventions.

Apply to:

Interested individuals are invited to submit a written proposal outlining the approach(es) to carry out the assignments accompanied by a full resume stating details of educational qualifications, working experience and contact information by email to:

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Only short-listed candidates will be contacted