

**Advocacy, Outreach and Communications Branch
World Urban Campaign Secretariat**

**Terms of Reference
Campaign Partnerships and Communication Consultant**

Project Title	World Urban Campaign
Functional Designation	Campaign Partnerships and Communication Consultant
Executing Unit	UN-Habitat – Advocacy, Outreach and Communications Branch
Closing Date	
Type of Contract	Consultancy
Post Duration	1 November 2016 – 30 April 2017 (6 months)
Remuneration	Fee of USD 5,000 per month

Background:

The World Urban Campaign (WUC) is a global coalition of public, private and civil society partners seeking to raise the urban agenda to a new level. Coordinated by UN-Habitat, but owned and driven by a long list of committed partners, the WUC provides the necessary environment for collaboration. The WUC seeks to raise global awareness of sustainable urbanization and to facilitate more coherent strategies and actions by development partners working at the national and local levels.

The WUC is part of UN-Habitat's work programme, located within the Advocacy, Outreach and Communications Branch.

The project objective is to engage a wide range of partners in a common platform to advocate on the positive role of cities in development and to elevate the urban agenda. To date more than 160 Sponsors, Lead and Associate partners are engaged in the WUC.

The Campaign and Partnerships Consultant will contribute to the partnership engagement process under the World Urban Campaign Secretariat.

Following the Habitat III Conference in October 2016, the WUC has will also engage in a third series of Urban Thinkers Campuses in 2017, whereby partners will debate on thematic issues decided by the campaign partners in the post-Habitat III era. WUC partners will host a number of Campuses, which will be held up to end of 2017 in preparation for the 9th Session of the World Urban Forum (WUF9) in 2018. Each Campus will require specific documentation, outreach and a final report. The new Urban Thinkers Campuses phase that will constitute a new bulk of activities for the project from November 2016 onwards up to end of 2017.

Activities and Responsibilities

On the basis of the above, the Consultant is required to mobilize partners and develop outreach activities seeking an increase of stakeholders' engagement in sustainable urban development, especially in the framework of the post-Habitat III era.

Under the overall supervision of the Advocacy, Outreach and Communication Branch Coordinator and WUC Project Leader, the consultant will contribute to the projects in the following:

1. Mobilise new and communicate with existing WUC partners, sponsors and members organizations to engage them in campaign activities relating to the implementation of the Sustainable Development Goals and the New Urban Agenda.
2. Draft and finalize WUC partnership agreements, such as Memorandums of Understanding and Agreements of Cooperation, in liaison with the legal office.
3. Prepare specific content proposals for campaign activities, working closely with the AOC Media Unit, the Events and Outreach Unit as well as with external partners.
4. Prepare content for campaign materials (website, social media, brochures, exhibitions) designed for the public, working closely with the AOC Media Unit, the Events and Outreach Unit as well as with external partners.
5. Manage the World Urban Campaign social media channels (Twitter, Facebook, Instagram, Youtube, LinkedIn, Storify) and document social media activities.
6. Prepare a new call for proposals to host Urban Thinkers Campuses, compile applications, and liaise with selected hosts on agendas, communication material, web updates and releases, etc..
7. Organise on-line WUC Working Group Meetings including agenda, documentation, invitations and meeting minutes.
8. Prepare and manage the 17th WUC Steering Committee meeting (April 2017, Nairobi) including the WUC Secretariat progress report, meeting agenda, documentation, invitations and final report.
9. Organize side events and networking events in liaison with WUC partners to be held at the 26th UN-Habitat Governing Council (2-7 April 2017, Nairobi)
10. Work closely with the AOCB in enhancing the internal flow of information and communication pertaining to the WUC through the preparation of briefing notes, minutes of meetings, web and intranet postings.

Outputs shall include:

1. A third call to host Urban Thinkers Campuses for WUC partners, with a summary of applications and selected events.
2. An interim report of all Urban Thinkers Campuses held up to 30 April 2017.
3. Campaign materials (leaflets, brochures, web campaign content, newsletter), in particular the WUC monthly newsletter.

4. A series of articles for web releases for all new partnerships, to be shared through the newsletter and social media.
5. Increased outreach through WUC social media, in particular for the promotion of the Urban Thinkers Campuses and in the run up to the 26th Governing Council.

Qualification requirements

Education:	University degree in social or political science, business administration or related matters. Knowledge on urban issues required. Excellent organizational skills and communication skills. Excellent writing skills (English). Experience of communication and public relations involving different types of partners needed.
Knowledge and skills:	Working experience in related field. United Nations Core Values: Integrity, Professionalism, Respect for Diversity.
Experience:	The consultant should have a minimum of 3 years of professional work experience.
Languages:	Excellent written command of English language. French or Spanish will be considered an advantage.

Interested applicants should send (email preferred):

- Cover memo (maximum 1 page)
- CV in the PHP format, accessible through the INSPIRA website (inspira.un.org). Please note, if using INSPIRA for the first time, you need to register in order to activate your account, which will allow you to log in and create a personal History Profile.
- The PHP should be attached to the application as a PDF file.

All applications should be submitted to:

Christine Auclair

Project Leader, World Urban Campaign

UN-Habitat - P.O. Box 30030

Nairobi 00100, Kenya

Email: christine.auclair@unhabitat.org

Please also copy josephine.chege@unhabitat.org

Deadline for applications: 11 October 2016

UN-HABITAT does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: recruitment@unon.org

Important Note: Please be advised that since 15 September 2010, applicants for consultancy must be part of the UN-Habitat Consultants database (e-roster) in order for their application to be considered. You can reach the consultant website through the following link:

<http://eroster.unhabitat.org/>