

Terms of Reference Campaign Consultant

Project Title	World Urban Campaign
Functional Designation	Campaign Consultant
Executing Unit	UN-Habitat – External Relations Division
Closing Date	
Type of Contract	Consultancy
Post Duration	12 October 2016 – 11 April 2017 (6 months)
Remuneration	Fee of USD 2,500 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 150 Sponsors, Lead and Associate partners are engaged in the WUC.

The Campaign Consultant will provide support to the partnership engagement process under the World Urban Campaign Secretariat. In this new phase Post-Habitat III, the consultant will provide support to the development of content for the WUC website and activities, in particular the Urban Thinkers Campuses phase 2 that will constitute the bulk of activities 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 through outreach campaign activities.

Under the overall supervision of the Advocacy, Outreach and Communication Branch Coordinator and WUC Project Leader, the consultant will provide support to the project in the following tasks:

1. Prepare campaign materials for dissemination, in particular, strengthening communication among WUC members using social media tools, web posts, mailing.
2. Liaising with WUC Partners and Members in order to obtain information to prepare the above campaign materials.

3. Update the calendar of WUC partners and related events.
4. Assist in preparing campaign events, working closely with the AOC Events and Outreach Unit, substantive units and partner organizations.
5. Maintaining databases of partners and mailing lists of partners.
6. Prepare an Thinkers Thinkers Campus (UTC) page on the WUC website for uploading/manage all UTC information.
7. Provide support to UTC hosts in terms of communication through the WUC website and direct email communication.
8. Upload all materials on the WUC website.
9. Disseminate all partners inputs through a monthly newsletter.

Qualification requirements

Education: University degree in Management and Communication or related areas.

Knowledge and skills: United Nations Core Values: Integrity, Professionalism, Respect for Diversity.

Experience: The consultant should have at least one year of experience in information and communication management.

Languages: Written command of English and French. Spanish is 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: 10 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/>