

TERMS OF REFERENCE VACANCY ANNOUNCEMENT VN NUMBER: DIP/PMS/033/2017

Organisation	:	U.N.H.C.R.
Job Title	:	Advocacy Consultant
Duty Station	:	Home based
Duration	:	22 October 2017 – 19 January 2018
Contract Type	:	Individual Consultant
Fees	:	USD 6, 400 – USD 8, 100 (depending on work experience)
Contract	:	Level B
Closing date	:	<u>Thursday 5 October 2017</u>

General Background of Project or Assignment:

The Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. The ultimate goal is to help find durable solutions that will allow them to rebuild their lives in dignity.

The current context, characterized by growing complexity and duration of forced displacement, increased mixed flows, and protracted nature of many refugee situations as well as limited resources' availability and increased number of humanitarian actors on the ground, require adjustments in the operational approach by UNHCR and partners.

Recent events, including the Grand Bargain, the World Humanitarian Summit, and the UN Summit for Refugees and Migrants, committed UNHCR to multi-year planning, enhanced partnerships with development and non-traditional actors, integration of people of concern into national systems, as well as supporting people of concern's capacities to directly engage in decisions that affect their life. Advocacy at all levels is key to fulfill these commitments and achieve better protection and solutions for people of concern.

While advocacy has always been a key component of UNHCR work, there is no unified guidance or practical tools on how to conduct effective advocacy actions based on good practice.

In 2017, UNHCR launched a Multi-Year Multi-Partner approach to strategic planning for protection and solutions in 22 operations, with the aim of introducing Multi-Year Multi-Partner dimensions to planning and programming in all operations by 2020. The Multi-Year Multi-Partner approach is designed to support the broader goals of the Organization as set out in UNHCR's Global Strategic Directions 2017-2021. This initiative, which entails the development of multi-year multi-partner protection and solutions strategies, has highlighted the need to better support field operations to plan for and implement advocacy interventions to support the achievement of the objectives set out in their strategies.

Likewise, the roll-out of the pilot Programming for Protection learning programme in three operations in 2016 highlighted the lack of practical tools on advocacy to be shared with the participating operations to better include advocacy interventions throughout their programming. For this reason, the revised Programming for Protection learning programme which will be integrated in GLC regular portfolio as of January 2018, includes a module on implementation which focuses, inter alia, on advocacy.

Overall Purpose and Scope of Assignment:

Under the management of the Head of the Protection Management Unit, Division of International Protection, the consultant will assist UNHCR to develop a clearer working understanding of advocacy in the organization by providing an overview of key concepts and messages that are used outside UNHCR and are relevant to the specific advocacy actions carried out by UNHCR in field operations.

S/he will examine the different advocacy approaches and practices that are currently used within the organization to identify opportunities for supporting good practice and improvements. S/he will support with the development of a basic practical toolkit that can be used by field operations in their regular work with Governments, partners and people of concern.

S/he will design learning activities relating to advocacy and provide content suggestions for inclusion in the Programming for Protection (P4P) Learning Programme.

The consultant will be supported by the Programming for Protection (P4P) project team and benefit from the experience of the Division of International Protection, Division of Programme Support and Management and Global Learning Centre in delivering the outputs listed below. S/he will work proactively to familiarize him/herself with the strategic directions and organizational policies that are relevant to the consultancy and liaise with relevant units at UNHCR's Headquarters, as well as selected field operations.

Outputs

1. **A background paper** on key concepts on advocacy, including definition and main considerations/ messages that are used outside UNHCR;

2. **A review of advocacy practices in three selected operations**, conducted remotely through interviews and/or a survey/ questionnaire;
3. **A basic toolkit to support implementation of advocacy actions** that is relevant for UNHCR staff. This could include:
 - a. Developing an advocacy plan that includes the engagement of people of concern in advocacy activities
 - b. Considerations to identify the target audience and partners for advocacy, including communities of concern to UNHCR
 - c. Implementing the advocacy plan, linking activities to programming
4. **Content inputs to a Topic on Advocacy for Module 4 of the Programming for Protection Learning Programme** which focuses on programme implementation. Inputs to the topic will include:
 - a. Learning activities for UNHCR teams that support planning for and carrying out advocacy activities
 - b. Practical content on advocacy drawing from the toolkit

Monitoring and Progress Controls (report requirements, periodicity, format, deadlines):

- a. The final product (e.g., survey completed, data collected, workshop conducted, research documents produced specify): **The final product will include all identified outputs.**
- b. Delivery Periodicity, as applicable: Final outputs are expected at the end of the contract. The draft of the background paper on key concepts on advocacy is expected by end of October 2017; preliminary drafts of the other outputs as well as content inputs to the Programming for Protection Learning Programme are expected to be delivered during the second half of November 2017.
- c. Work on the basis of time employed Yes
- d. If it is to result in a written product specify:
 - i. Number of pages: Background paper (max 5 pages); review of advocacy practises in 3 selected operations (8 pages); Advocacy toolkit (max 15 pages); Content inputs to P4P LP (8 pages)
 - ii. Language(s): English
 - iii. Number of copies: 1 hardcopy plus 1 soft copy

Qualifications and Experience:

Basic University degree in International Law, International Development, Human Rights Law, IHL, International relations, Anthropology, Political, Social Science or related field and relevant work experience of between 8 and 12 years, or between 6 and 10 years and a post graduate university degree.

Work Experience

- 3 or more years of experience in the humanitarian and development context, of which a minimum of 1 year in the field;
- 5 years' experience in the design and implementation of advocacy strategies and campaigns;
- Demonstrated experience developing trainings or practical tools and/or guidance on advocacy;
- Demonstrated experience in engaging partners, including Governments and civil society, in developing advocacy strategies or undertaking advocacy activities;
- Solid experience in working with human rights, humanitarian and/or development organizations, international and national NGOs.

Desirable work experience

- Experience in forced displacement contexts;
- Diverse functional experience, in particular in protection, programme management or external and donor relations;
- Previous work experience with the UN system.

Key Competencies

- Excellent writing skills in English;
- Communicates sensitively and effectively across different constituencies;
- Ability to work under pressure and meet tight deadlines;
- Strong analytical and research skills;
- Innovation and creativity;
- Sound judgment and ability to pro-actively seek options to meet client's needs

Desirable Competencies

- Knowledge of French or Spanish is an asset

The candidate will be asked to provide a writing sample of a practical tool or guidance on advocacy that s/he has developed or an advocacy strategy or campaign s/he has participated in or contributed to design.

Location:

Home based

To Apply:

Interested applicants should submit:

- their letter of motivation, addressing each of the personal requirements in the vacancy notice;
- a completed UN Personal History Form (P11), including testimonials/degrees/certificates. The UN personal History Form is mandatory. All applications without a P11 will not be considered.

Interested applicants should submit their letter of motivation and Personal History Form (P11), including testimonials/degrees/certificates to HQDIPVAC@unhcr.org indicating “Advocacy Consultant” DIP/PMS/033/2017 in the subject of the email latest 05 October 2017.

P11 forms are available on www.unhcr.org/recruit/p11new.doc

Geneva 28 September 2017