

**TERMS OF REFERENCE
(Individual Contractor Agreement)**

Title: [Paralympics Communications support]
Project: [UNOPS support to UNHCR activities – JAPAN/2021/01]
Duty station: [Tokyo, Japan]
Section/Unit: [UNHCR Representation in Japan]
ICA Level: [Local -Support ICA, Level 4]
Duration: **from** [01/02/2021] **to** [30/09/2021]

1. General Background

Established in December 1950, UNHCR, the UN Refugee Agency, is dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people.

Operating since 1979, the UNHCR Representation in Japan works together with the government and civil society to support and protect refugees in the country. It puts forth proposals for laws and policies, delivers trainings on refugee status determination and acts through partners to provide legal and social assistance to refugees. It also works to facilitate refugee integration in the Japanese society and engages in awareness-raising activities among the general public.

The Communications Unit of the UNHCR Representation office works to build public awareness and support for forcibly displaced and stateless people. In line with its Global Communications Strategy, UNHCR requires skilled communications professionals to conceive and execute a range of activities that help us lead the narrative on forced displacement, generate empathy and mobilize action. The Paralympics Communications Support position is a critical role within the communications team and will support the Senior Communications Officer/Senior Project Lead in ensuring seamless execution of a communications strategy to build awareness and support for the Refugee Paralympic Team in Japan, highlight how forcibly displaced people with disabilities are driving change and engage public audiences in the work of UNHCR to assist forcibly displaced and stateless individuals with disabilities to ensure they have access to vital services and have the opportunity to apply their skills and capacities to benefit themselves, their families and communities.

The UNOPS Contractor/ Paralympics Communication Support is accountable to perform their duties as reflected in their job description. In addition, they will be expected to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

2. Purpose and Scope of Assignment

Under the supervision of the Senior Project Leader/Senior Communications Officer, the individual contractor will support the communications unit and wider UNHCR Representation Office in the execution and implementation of a communication strategy for the Paralympic Games.

- Monitor and analyse UNHCR’s communications activities around Tokyo 2020, and other global and Japanese initiatives relevant to the theme of “sports and refugees”, including World Refugee Day, with a focus on the Paralympic Games and UNHCR’s work on disability inclusion and rights
- Assist in the creation and execution of a Paralympic Communications Plan working across UNHCR global divisions and the UNHCR Representation Office
- Working in coordination with UNHCR cross functional teams and focal points act as a communications liaison to the host town of the Paralympic team
- Compile and maintain targeted media lists for press releases, information bulletins, etc and ensure timely dispatch of information to media and other interested parties regarding the Paralympic games and UNHCR’s work on disability inclusion and sports and refugees in coordination with the Senior Communications Officer and the Public Information Team
- Maintain and support the creation of up-to-date PI material for dissemination to media, partner organizations, and other external stakeholders in relation UNHCR’s work on disability inclusion, sports and refugees and other materials, as needed.
- Propose and execute creative content ideas to maximize exposure of the Refugee Paralympic Team and UNHCR’s work on disability inclusion for Japanese audiences and pitch concept ideas for global UNHCR sites that showcase the work in this area from a local perspective
- Working with the social media team focal points, ensure alignment of copy and messaging in relation to the Paralympic games and disability inclusion messaging
- Provide support for public awareness raising events and activities, including, but not limited to digital activations and virtual events, events to welcome the team to Japan, farewell events, educational outreach activities and promotional activities
- Perform other communications support functions and related duties as required.

3. Monitoring and Progress Controls

The incumbent will be required to work quite independently under the supervisor’s oversight, who will provide work plans and guidance on priorities and appropriate approaches. The incumbent’s work will be controlled on the basis of: (a) meeting expected results and (b) conformity to UNHCR policies and procedures.

4. Qualifications and Experience

a. Education

- Completion of secondary education or higher

b. Work Experience

Job experience relevant to the function: minimum one year

- Knowledge of the Japanese media market and experience in communicating with Japanese based media – required
 - Experience in communicating with the Japanese local administration, civil society, academia and other senior-level officials – required
 - Excellent verbal and written communication skills in Japanese and English -required
 - Experience in creating and maintaining press and media lists, news monitoring, and – required
 - Experience in managing and maintaining high-level partnerships with diverse stakeholders – desired
 - Some knowledge of Japanese actors in the asylum field – desired
 - Experience working in the field of sports and/or disability access and inclusion – desired
 - Experience working in a multicultural environment and working with teams across different regions and time zones - desired
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c. Key Competencies

- Verbal and written communication skills in Japanese and English – required
- Knowledge of the Japanese media market and experience in communicating with press and media – required
- Exhibits flexibility and adaptability in a busy office environment and pitch in where needed - desired
- Strong interpersonal skills - desired