

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

Title: Communications Officer  
Duty Station: Tegucigalpa, Honduras  
Section/Unit: LCR, PAHO Honduras  
Contract/Level: ICS8 - IICA1  
Supervisor: Project Manager (IICA 2)

### **1. Background Information and organizational context**

The United Nations Office for Project Services (UNOPS) is a United Nations entity responsible for infrastructure, procurement and project management (General Assembly Resolution 65/176 of 2010). Our mission is to help people build better lives and countries achieve sustainable development. UNOPS is a service provider, a technical advisor and an implementer of projects to support our partners.

- i) **Sustainable Infrastructure:** UNOPS designs, builds, repairs and maintains infrastructure in some of the most challenging environments in the world. Its activities are focused on the development of transportation, education and health infrastructure, among other areas.
- ii) **Public procurement:** UNOPS is a central procurement resource for the United Nations system and governments. It emphasizes an efficient, transparent and sustainable delivery of goods and services.
- iii) **Project management:** UNOPS manages more than a thousand humanitarian, development and peacebuilding projects per year for different partners, ensuring quality, effectiveness and results that meet the highest standards.

UNOPS work seeks environmental, social and economic sustainability, which contributes to the progress of equity and the common good of the countries in which it operates, thus promoting the improvement of the living conditions of the most needy people. UNOPS has a presence in 23 countries in Latin America and the Caribbean. Our services, products and technical assistance comply with the principles of the public administration of transparency, equity, integrity, free competition, impartiality, morality, effectiveness, efficiency and respect for national institutions.

Throughout Latin America and the Caribbean, UNOPS brings innovative solutions to humanitarian crises and long-standing peace, security and development problems. Coordinated from the Regional Office located in Panama, UNOPS works with partners to provide sustainable housing solutions and income generating opportunities. UNOPS also works with Governments to ensure the transparent and efficient procurement of medicine and medical supplies, providing real dividends for people in the region.

Since 2014, UNOPS in Honduras has been executing projects for the acquisition of drugs and medical supplies with beneficiaries such as the Honduran Social Security Institute (IHSS). In these projects, UNOPS provides technical assistance to carry out procurement and contract management processes under United Nations standards.

In 2020, UNOPS Honduras has again signed a collaboration agreement with the IHSS for the procurement of medicines and medical supplies. This position will be inserted in this executing unit of health projects.

## **2. Functional responsibilities**

Under the guidance and direct supervision of the Project Manager, the Communications Officer is responsible for advising and supporting the communication and partnerships strategies, plans and actions in favor of the projects. In addition to this advice, he or she will implement the dissemination of project activities at national level, in order to effectively communicate (internally and externally) the projects that UNOPS manages with its counterparts and achieve a strategic positioning of UNOPS in Honduras.

In addition to the deliverables on communications, the incumbent's work is focused on supporting strategic partnership activities, to establish opportunities and maintain current alliances, at the national and regional levels; strengthening efforts to develop these alliances and the strategic positioning of UNOPS in Honduras with entities of the United Nations System, IFIs, international organizations, among others.

The Communications Officer will work as part of the national Office health projects team on issues related to Communications, Outreach and Partnerships activities. S/he reports to the Project Manager and works in a coordinated way with the National Communications Specialist and the Partnerships & Communications Team of the Regional Office to support the dissemination of the projects at national and regional level and their results. S/he will have the following key responsibilities:

- I. Support the Strategic positioning of the projects at the national and regional levels;
- II. Support the Development and implementation of external communication;
- III. Support the Development and follow up of partnership of strategic alliances (Partnerships); and
- IV. Support Internal communication and knowledge management.

### **I. Support the Strategic positioning of the project at the national and regional levels**

- In coordination with the National Communications Officer and Regional Communications Specialist, support, implement and monitor the Communication and Partnerships Strategy for keeping aligned UNOPS priorities.

- Support and provide quality-control in the research of national trends or events that can influence UNOPS activities.
- Provide assistance for the preparation of high-level information for reports and talking points for meetings of the National Director.
- Provide inputs, quality assurance and drafting for the preparation of reports, contribute to the monitoring of results and evaluation of country reports.
- Quality assurance in the implementation of activities that have an impact at the national and regional levels, through a close coordination with UNOPS country offices.
- Support the construction of communication messages with proprietary stakeholders that allow the strategic positioning of the projects at the national and regional level.
- In collaboration with the Risk Monitoring Unit, contribute to the effective coordination of the reputational risks management activities.

## **II. Support the implementation of the external communication**

Supports, gives advice and implements of the external communication strategy, focusing on achievement of the following results:

- Support the coordination of communication priorities with the Project Manager and the project partner(s)..
- Spread communication messages that allow the strategic positioning of the projects at the national and regional level.
- Apply communication guidelines to prevent and manage potential media or reputational crisis situations.
- Support the digital communication activities of UNOPS.
- Support the holding of conferences, workshops, seminars and / or other activities within the framework of the project.
- Collaborate in the preparation of reports, contribute to the monitoring of results and evaluation of the project and apply the lessons learned.
- Support the implementation of activities led by the UNOPS Office at national level.
- Perform other tasks that may be required for communications, public relations and dissemination of the project.

## **III. Strengthening of strategic alliances (Partnerships)**

Implement and support opportunities to establish strategic alliances related to the activities of UNOPS at national level, through the following activities:

- Support the country office in the necessary management to establish strategic alliances (Partnerships) with national and international strategic actors from various sectors.
- Support actions for the development of strategic alliances in line with the implementation of the UNOPS Strategic Plan for 2018-2021.

- Participate in the implementation of initiatives and tools to effectively address the development of Partnerships / alliances linked to innovative solutions, such as Fair Public Management and others.
- Give advice to increase the alliances and strategic positioning of the project with entities of the United Nations System, IFIs, international organizations, among others.
- Put into force strategic actions to position the project at the national, regional and global levels within the framework of achieving the Sustainable Development Goals and the 2030 Agenda, and in line with the strategic messages established between UNOPS and its counterparts.

#### **IV. Support Internal communication and knowledge management**

Support the implementation of an internal communications strategy and knowledge management, focusing on achievement of the following results:

- Promote the circulation of information within the project teams, the country office and the regional team, in order to create communities capable of strengthening the project's positioning in the country and the region.
- Contribute and give advice in the dissemination and exchange of best practices and lessons learned.
- Keep project staff, teams at UNOPS and counterparts updated on information regarding the activities and projects of UNOPS in the country in a way that facilitates decision-making in a timely manner. Contribute to the dissemination and exchange of best practices and lessons learned.
- Support the development of communication materials with a gender perspective.
- Support the development of gender and innovation initiatives that increase the incorporation of a gender perspective in the actions that UNOPS implements.

### **3. Impact of results**

The effective and successful achievement of results by the Communications Officer supports the strategic positioning of UNOPS in Honduras, in regards to communications & partnerships issues.

Timely and accountable communications and partnerships actions promote the image and credibility of UNOPS as an effective service provider in project services and management. This enhances UNOPS' competitive position as a partner of choice in sustainable development and project services in the given geographical area.

#### **4. Requirements**

##### **A. Education**

- o A First University degree preferably in Communication, Journalism, Public Administration, Economics, International Development, Political Science, Communications or International Relations or related field
- o A Master Degree in above areas will be valued.

##### **B. Experience**

- o A minimum of two (2) years of experience developing communication strategies, public relations and / or strategic alliances.
- o Experience in public relations (or an equivalent related to Partnerships and partnership development) is required in the public, private or cooperative projects will be valued.
- o Experience in communication for development and/or partnership and portfolio development will be valued.
- o Experience in communicating health issues will be valued.
- o Knowledge and experience with United Nations agencies, international cooperation and / or international organizations will be valued.

##### **C. Languages**

- o Fluency in Spanish and good working level in English (both written and oral) are required.

## 5. Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts its own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

## 6. Signatures

Incumbent		
Name	Signature	Date
Supervisor		
Name	Signature	Date