Terms of Reference – Individual Contractor
Temporary support to the Office of the SRSG for Children and Armed Conflict

Communications

A. Background

The Special Representative of the Secretary-General for Children and Armed Conflict (SRSG CAAC) serves as the leading UN advocate for the protection and well-being of children affected by armed conflict.

The mandate of the SRSG CAAC was created by General Assembly Resolution A/RES/51/77 following the publication, in 1996, of the report by Graça Machel on the impact of armed conflict on children.

Since 1999, the systematic engagement of the UN Security Council has placed the protection of children affected by armed conflict at the heart of its international peace and security agenda. In 2005, the Security Council adopted resolution 1612 which established the Monitoring and Reporting Mechanism (MRM) on six grave violations against children in situations of armed conflict, including:

1. recruitment and use of children
2. killing or maiming of children
3. rape or other forms of sexual violence against children
4. attacks against schools and hospitals
5. abduction of children
6. denial of humanitarian access for children.

The SRSG CAAC regularly reports to United Nations bodies (Security Council, General Assembly and Human Rights Council) on the situation of children in armed conflict. In addition to the Annual Report of the Secretary General on children and armed conflict presented to the Security Council that covers all country situations on the CAAC agenda, country-specific reports are also regularly submitted to the Security Council Working Group (SCWG) on CAAC.

B. Project description and objective

The SRSG CAAC is the main advocate for the protection of children in armed conflict. Her Office is engaged in various communication networks to expand its reach and influence parties to conflict and other actors having a direct and indirect role in conflict situations to establish measures to prevent and respond to grave violations against children.
The OSRSG CAAC is looking for an Individual Contractor to support in its work on communications and support the development and implementation of media and outreach activities.

C. Responsibilities

Under the supervision of the Political Affairs Officer, the Individual contractor on communications will perform the following duties:

- Assist with the Office’s efforts, through communications, to build awareness and support for the advocacy work of the SRSG CAAC including with Member States, donors, media and the policy community.
- Provide support in tasks including media monitoring and analysis, drafting and editing of content for print, web and multimedia, events and publications.
- Assist with updates to the Office’s website and social media.
- Assist in organizing special events at the UN focusing on CAAC related themes.
- Perform other duties as assigned.

D. Expected outcomes

- Ongoing production of communications material as required, including social media content;
- OSRSG CAAC Website is updated on a weekly basis;
- Social media content is uploaded in all CAAC platforms on a weekly basis;
- Draft plan for roll out of ACT to protect campaign for first 6 months of 2021;
- Support in drafting a plan for the global roll out of the *Practical guidance for mediators to protect children in situations of armed conflict*.

E. Location

Due to the current COVID-19 restrictions, the individual contractor is expected to work remotely.

F. Duration of Work

2 months full-time or 4 month part-time starting ASAP
G. Qualifications

Functional competencies
- Proven ability to use a wide variety of social media and other online platforms for communications;
- Excellent writing and communication skills;
- Familiarity with the UN system and good knowledge of the children and armed conflict mandate is desirable.

Education
- Advanced degree (Master’s or equivalent) in international relations, communication, or related disciplines. A combination of relevant academic qualifications and three years additional work experience may be accepted in lieu of the advanced university degree.

Experience
- Minimum two years of experience working on communications is required;
- Familiarity with the Children and Armed Conflict mandate is desirable.

Languages
- Fluency in English is required; knowledge of French or another UN language is desirable.

Applications
The following documents must be submitted with all applications (incomplete applications will not be accepted) to Silvia Schwarz at schwarzs@un.org. Please refer to “Individual Contactor Communications” in the subject of your email.

1. Cover letter
2. Personal CV, including past experience in similar projects and at least 3 references

***The deadline to apply is 30 October 2020. ***