

AHP Vanuatu, through Save the Children, are seeking a highly qualified Communications Specialist to work with the Coordination Unit to finalise a number of deliverables over the remainder of 2023. This will be a short term consultancy of up to 4 months, focused on producing a number of Field Stories and supporting development of a 4-year AHP Communications Strategy. If this sounds like you, review the Terms of Reference below and apply with your Expression of Interest and required supporting documents by Tuesday 03 October.

Terms of Reference - Australian Humanitarian Partnership Communications Consultant

Position Information	
Position Title	Communications Consultant
Country Office	Save the Children Vanuatu
Location	Port Vila, Vanuatu
Consultancy period	October 2023 – January 2024
Reporting to	Jennifer Kausei (AHP National Coordinator)

Background

The Australian Humanitarian Partnership (AHP)

The Australian Humanitarian Partnership (AHP) consortium in Vanuatu, is a ten-year (2017-2027) partnership between Australian Government and Australian NGOs, who implement disaster response and disaster preparedness programs through local counterparts. The AHP Consortium in Vanuatu consists of Action Aid (implementing partner for Plan International), CAN DO (the implementing partner for Caritas Australia), CARE, Oxfam, Save the Children and World Vision. Save the Children is the Vanuatu country coordinator for the AHP Consortium and provides partnership coordination, MEAL, and communications support to all partners.

AHP in Vanuatu currently have five programs ongoing. Disaster READY (DR) is the flagship program that runs across five countries in the Pacific, which focuses on Disaster Risk Reduction and Resilience in communities, CSOs and government. Vanuatu also has a response program to COVID-19 (2022 – 2024), a program for TC Harold Recovery (2021 – 2024), a response program to TC Judy & Kevin (2023-2024) and are in final proposal stages for an Anticipatory Action Trial program (2023 – 2027).

For more information about AHP, its scope and programs, prospective candidates can refer to the [AHP website](#).

Purpose & Objectives of Consultancy

The purpose of this consultancy is to support the AHP Coordination Team to complete key deliverables required for submission under the Disaster READY Communications Plan 2023, while the full time Communications Coordinator role is vacant.

Scope of the Consultancy

The consultancy is to be undertaken over a period of 4 months, between October and January 2023. The consultant will be managed and supported by the AHP National Coordinator, Jennifer Kausei. The scope of the consultancy will be limited to:

1. Development, drafting, and finalisation of a minimum of 4 x Field Stories or Case Studies that showcase the AHP Partners and Consortium, with 2-4 accompanying images
2. Development and drafting of **2-3** social media posts, with 2-4 accompanying images, covering key activities of the AHP Consortium and Coordination Team.
3. Development of a draft AHP Communications Strategy 2024-2027

Content gathering requirements for Field Stories and Social Media posts will be predominantly Port Vila based. In the event a provincial field visit is required, this will be undertaken in consultation and all travel and logistical costs will be covered by Save the Children or the Partners involved.

Roles and Responsibilities

Save the Children will be responsible for the following:

- Printing costs for project needs
- Induction to AHP key programs
- Travel costs and logistics for approved Project specific activities or field work if required
- Access to documents and data
- Coordinate and facilitate access to Partners
- Logistics and coordination of meetings or workshops

The consultant will be responsible for:

- Provision of own IT equipment
- Documentation costs required for award of contract (consultant police clearance etc.)
- Public Liability Insurance
- Appropriate work visa
- Documentation of any additional staff included in the Consultant's EOI

Deliverables

1. 4 x Field Stories or Case Studies (of 2-3 pages in length), as included in the Disaster READY Communications Plan 2023 or as otherwise identified in consultation with the Coordination Team and AHP Partners.
 1. Field Stories and Case Studies must align with one or more of the three themes laid out in the Communications Plan: 1) Locally-led Humanitarian Action, 2) Climate Change, and 3) Gender and Inclusion
 2. Each Field Story or Case Study to be accompanied by 2-4 images
 3. Final review and approval of Field Stories/Case Studies will be undertaken by the Coordination Team and Save the Children.
2. 2-3 Social Media posts covering key activities of the AHP Consortium and Coordination Team occurring during the period.
 1. Each Social Media post to be accompanied by 2-4 images
 2. Final approval and posting of social media content will be undertaken by the Coordination Team Save the Children.
3. In collaboration with the National Coordinator, support the development of a light-touch AHP Vanuatu Communications Strategy for 2024-2027 by:
 1. Co-developing a framework for the strategy document
 2. Co-facilitating relevant content development sessions with AHP Partners
 3. Compiling relevant content and producing a draft of the Strategy for review

Budget/Resources

Provide an indicative budget or breakdown of costs per deliverable for the life of the consultancy. This helps to ensure only suitable candidates apply. Provide any relevant information on human resources and logistics.

Confidentiality and Copyright

Any data collected or materials produced during this consultancy will become the property of Save the Children and will not be shared with third parties or used by the consultant without the express permission of Save the Children.

Other

Save the Children is committed to ensuring a safe environment and culture for all children with whom we come in contact during the course of our work. All external consultants involved in this evaluation exercise will be required to comply with Save the Children's Child Safeguarding Policy and sign the Code of Conduct. Strict confidentiality and anonymity of data should be ensured throughout the process of this evaluation. Statistical data cannot be used in any way that could be construed as harmful to any individual respondent.

Consultant Requirements

- Extensive experience in the production of high-quality field stories, case studies, human interest or feature-style content, with examples of published work
- Tertiary qualifications in Communications, Media, Public Relations or similar, and/or 3-5 years' experience in similar roles
- Professional communications skills in English and Bislama, and exceptional written skills in English
- Experience of working in humanitarian and / or development programming with a communications focus.
- Experience working in the Pacific.
- Experience working in partnerships / consortiums / coordination roles.
- Must have the right to work in Vanuatu.

Expressions of Interest

Expressions of interest are requested from suitably qualified candidates and addressing the following:

- *Cover letter responding to the criteria as set out in the 'consultant requirements.*
- *Consultant daily rate or weekly rate, or breakdown of fees based on the deliverables.*
- *Details of three professional referees*
- *Consultant qualifications*

Expressions of interest that do not cover these requirements will not be considered.

Deadline for submission of expressions of interest is 06th October 2023.

Submissions should be addressed to Jennifer Kausei, AHP National Coordinator, and **submitted using the APPLY by clicking on this link:**

[AHP Communications Consultant](#)

For more information on the position, email Jennifer.Kausei@savethechildren.org.au