UN-REDD Sri Lanka Programme: Supporting the REDD+ Readiness Process

**Terms of Reference**

**Communications Officer**

**Background**

The UN-REDD Programme is the United Nations Collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (REDD) in developing countries. The Programme was launched in January 2012 to assist developing countries prepare and implement national REDD+ strategies, and builds on the convening power and expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP).

As a partner country of the UN-REDD Programme, Sri Lanka is committed to developing the necessary capacity to implement REDD+ according to the components of REDD+ readiness jointly identified by UN-REDD and the Forest Carbon Partnership Facility (FCPF) of the World Bank. The national programme will thus contribute to ensuring that Sri Lanka is prepared to effectively participate in the REDD+ mechanism resulting from the UNFCCC negotiations, by focusing on key initial elements of REDD+ readiness.

The overall objective of the UN-REDD programme in Sri Lanka is “support the Government of Sri Lanka in catalyzing the establishment of key mechanism and process and development of capacities, required to implement REDD+.” This objective will be secured through the following five Outcomes: (i) National Consensus reached on the Sri Lanka REDD + programme;

(ii) Management Arrangements contributing to the National REDD+ Process defined;

(iii) Improved Stakeholder Awareness and Effective Engagement;

(iv) National REDD+ Strategy and Implementation Framework developed:

(v) Forest Monitoring System for REDD+ Activities developed.

To implement the national programme, a UN-REDD Programme Management Unit (PMU) will be established at the Forest Department (FD) of the Ministry of the Environment. The PMU will be led by a Programme Manager (PM) who will support FD to ensure smooth implementation and coordination on a daily basis. The PM will report to the National Programme Director.

To provide communications support to the programme, a Communications Officer (CO) will be recruited and based at the PMU. The CO will be part of the PMU and will report to the Programme Manager (PM).

**Objectives**:

Under the guidance of the PM and UNEP, the CO shall be responsible for developing communications protocols between programme partners, and for developing communications strategies, materials and methods for publicity, information and consultation purposes. He/she is responsible for the accuracy and appropriateness of information about the programme provided through materials and media; targeting, adapting and translating messages and materials for particular audiences and for ensuring that all communications products conform to the required specifications of UN agencies, the UN-REDD Programme, the Government of Sri Lanka and implementing partners. She/he is also responsible for ensuring that communication channels between all programme partners flow effectively, efficiently and promptly, including the delivery and presentation of reports, as required under the UN-REDD Programme.

**Summary of key functions:**

The CO will lead in ensuring that information on the National REDD+ Programme and UN-REDD Programme is communicated effectively to other stakeholders in Sri Lanka and internationally.

* Develop a communication, consultation and participation strategy for the National REDD+ programme;
* Set up and develop communication tools and information for the UN-REDD Programme and national readiness process;

Coordinate engagement with the media and act as a focal point for inquiries; and

Support the PMU in other relevant activities.

1. Develop a communication, consultation and participation strategy for the UN-REDD National Programme and the National REDD+ Programme:

* Map different methods and outlets of communications;
* Map different activities being undertaken by key stakeholder groups related to REDD+;
* Develop a calendar of relevant events;
* Identify different ways in which stakeholder groups can be engaged and the most appropriate approaches to sharing information, consulting and supporting participation on and in the programmes;
* Work with different stakeholder groups in the development of a comprehensive communication, consultation and participation strategy

2. Set up and develop communication tools for the UN-REDD National Programme and national readiness process more broadly:

* REDD+ Web site (oversight of development, responsible for maintenance);
* Targeted communication and learning materials about the UN-REDD Programme and its various components (MRV, stakeholder consultation, policies and measure etc.);
* Monthly programme updates; and
* Radio broadcasts or other communication outputs.

3. Manage the implementation of the communication, consultation and participation strategy, including:

* Coordinate with other organisations and initiatives in the dissemination of information on the UN-REDD National Programme and the National REDD+ Programme;
* Provide regular updates on the UN-REDD National Programme and the National REDD+ Programme progress to stakeholders at the sub-national, national and international levels;
* Lead in the design and production of key outputs and their dissemination to stakeholders;
* Develop and review quality of outputs intended for wider circulation produced by consultants or other contracted entities;
* Develop and translate information for distribution to key stakeholder groups;
* Work closely with multi-stakeholder working groups to identify communication needs and lead the development and updating of the communication, consultation and participation plan;
* Ensure the transparency and availability of the information to the various stakeholder groups

4. Support the PMU

* Assist in preparation of project work plan;
* Support the preparation of minutes for wider circulation; and
* Arrange translation and interpretation for foreign programme staff, consultants and visitors when required.

It is anticipated that the work of the CO will have the following impacts:

* A broad range of stakeholders relevant to REDD+ are aware of the National REDD+ Programme and the role of the UN-REDD National Programme;
* Information on the National REDD+ Programme and the UN-REDD National Programme is easily available to stakeholders and is widely disseminated;
* Processes for stakeholder engagement are developed in line with the principles listed within the National Programme Document and the guidance provided by the UN-REDD Programme; and
* Communication and consultation processes developed through the UN-REDD National Programme and the National REDD+ Programme are effectively coordinated with other initiatives.

The successful candidate will possess the following:

**Corporate Competencies:**

* Demonstrates commitment to FAO’s mission, vision and values;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
* Ability to maintain effective rapport with different kinds of people.

**Functional Competencies:**

*Knowledge Management and Learning*

* Shares knowledge and experience; and
* Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

*Development and Operational Effectiveness*

* Strong analytical skills and the ability to master new material quickly;
* Ability to manage priorities in order to meet tight deadlines;
* Good communications, interpersonal and report writing skills; and
* Creativity and innovation abilities.

*Leadership and Self-Management*

* Focuses on result for the client and responds positively to feedback;
* Consistently approaches work with energy and a positive, constructive attitude;
* Remains calm, in control and good humored even under pressure;
* Ability to manage the work of teams, subordinates and consultants;
* Proven ability to work flexibly and independently as part of an interdisciplinary and/or multi-cultural team; and delivery quality results against tight deadlines.

**Recruitment Qualifications:**

**Education:**

* Masters degree, or equivalent, in English, information technology, media or other relevant discipline.

**Experience:**

* At least 3 years of professional experience in developing and implementing communication strategies.
* Experience in utilising communication tools to reach varied audiences from rural communities to private sector and international audiences.
* Experience in working with a range of different stakeholders to support their engagement.
* Awareness of development programmes and private sector initiatives.
* Experience in working with Government counterparts as well as representatives from development agencies.
* High computer literacy with experience in website design and maintenance and working with graphic design packages is an advantage.
* Knowledge of UN requirements for consultation and participation would also be an advantage.

Language Requirements: Proficient in English language, spoken and written.

**Duration:** One year, renewable for duration of the Programme

**Duty Station:** Colombo

**Expected Places of Travel (if applicable):** Nationwide

**Remuneration:** To be determined depending on qualifications