**TERMS OF REFERENCE**

**Project Title:   “Joint Monitoring for Environmental Protection in BSB countries”**

**Leading Organisation:  The Regional Environmental Centre for the Caucasus**

**Post Title:   Communication expert**

**Contract type:  Service Agreement**

**Starting Date: 1st March 2020**

**Duration: 1st March 2021**

**Duty Station:   Yerevan, Armenia**

**SCOPE OF THE ASSIGNMENT**

Under the direct supervision of the project coordinator for the project and in close cooperation with project experts and team leader, communication expert is responsible for the development public outreach strategy for the project, preparation of information materials, work with media and support in community mobilisation activities.

**Specific tasks:**

1. Develop public outreach and communication strategy for the project and work plan on communication/public awareness actions,
2. Elaborate project related publications, information and public awareness materials, relevant PR products as required by the project annual work plan on English and National languages and ensure their distribution among stakeholders;
3. Editing of project publications in National, English languages;
4. Ensure preparation and dissemination of the press releases before and after each events to be occurred under the project and their submission to project manager,
5. Provide assistance in communication with stakeholders, ensure regular updates and smooth information flow among stakeholders on project activities;
6. Update and edit materials about the project for REC Caucasus web-site in a team with project implementation staff,
7. Support in organization of local and regional seminars and conferences, implementation of meetings with national experts, local self-government bodies and local population;
8. Preparation and distribution of the minutes and follow-up recommendations of the seminars, conferences and meetings;
9. Networking with mass media, preparation of promotional material and dissemination of publications and information on project activities,
10. Assist in compiling reports in accordance with AWP;
11. Participate in the development of educational materials and training modules for different target groups (decision makers, population, mass media) and participate in the training courses.

**Qualifications and Experience**

**Education:**

Advanced University degree in social and humanitarian sciences, or environmental information management, relevant university degree in combination with qualifying experience in the area may be accepted in lieu of the advanced university degree. Proven knowledge of environmental and sustainable development strategies, programmes and frameworks is a must.

**Experience:**

At least five years of experience in relevant field. Good understanding of country’s social-economic and environmental situation and issues related to specially protected areas, biodiversity conservation, forests. Good experience of working with local communities, preferably with development projects (NGOs, government or donor organizations).

**Skills:**

* Demonstrated experience in liaising and co-operating with government, local administrations, donors, NGOs and private sector;
* Good analytical and managerial skills, ability to express ideas clearly and concisely both orally and in writing;
* Ability to establish and maintain working relations in a multi-cultural and multi-ethnic environment with sensitivity and respect to diversity;
* Ability to plan and manage tasks independently;
* Ability and willingness to work independently;
* Ability to establish and maintain working relations in a team and
independently;
* Good interpersonal and communication skills, high sense of responsibility and accuracy in task implementation;
* Ability to work under pressure and with strict deadlines;
* Fully experienced with computer software and other office equipment;
* Fluency in National, English and Russian languages;
* Ability to travel locally.

**Payment mode:**

Payment will be provided on monthly basis, based on time-sheets approved by team leader.

In addition to the consultancy fee the expert will be paid a per diem, according to REC Caucasus established rates and procedures, to cover the cost of accommodation and meals while conducting field research, and reimbursed the cost of local transport according to REC Caucasus established rates and procedures. Payment of per diems and reimbursement of expenses will be made only if the travel has been approved by REC Caucasus. Payment will be made upon submission of an invoice supported by receipts.