**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES**

**VACANCY ANNOUNCEMENT**

### *Contract type:* Individual Consultant

### *Category/Level:* A/B

*Project/Consultancy title:* **Copywriting Expert**

*Contract Duration:* 18 May 2020 – 8 June 2020

*Duty Station:* Ukraine

*Closing Date:* 12 May 2020

# Organizational context and General background of assignment:

UNHCR representative office was established in Ukraine in 1995, soon after the disintegration of the Soviet Union. The leadership of the independent Ukraine has called on the UNHCR to help establish effective national legislation in line with international standards relating to the rights of refugees, asylum seekers and stateless persons, and help manage the large influx of Crimean-Tatar returnees coming back to their homeland Crimea.

During 25 years of work in Ukraine, the UNHCR has contributed to building an asylum system in Ukraine, and also provided humanitarian assistance.

Since 2014, UNHCR has been supporting the Ukrainian government and the Ukrainian civil society in responding to the forced displacement of around 1.5 million internally displaced persons (IDPs) and conflict-affected people from the Autonomous Republic of Crimea and Donbas in eastern Ukraine.

UNHCR Ukraine 25th anniversary which will be observed in 2020 provides a great opportunity to take stock, communicate and celebrate the achievements of the organization as well as to acknowledge the partners’ assistance on the ground. This will be in line with the strategic communication goal - to position UNHCR Ukraine among the media, national partners and donors as an effective, impartial and reliable organization with a unique mandate and extensive expertise in the area of forcible displacement, as well as to garner further support for the work of UNHCR and its mandate from the various authorities in country, donors.

To sum up the progress so far, UNHCR plans to create a publication (brochure), which will contain key information on the UNHCR operation in Ukraine and will be presented to key counterparts in printed and online formats. The document will also lay the basis for the round table discussion to be held jointly with authorities, civil society, academia and other partners regarding the mandate of the UNHCR and its role in responding to displacement issues in Ukraine.

# Functional expertise and responsibilities:

The Consultant will conduct desk research in order to develop the text of the publication to reflect the achievements of the UNHCR against the ever changing political and social background in Ukraine during the last 25 years. The text will be written in English and Ukrainian languages in close collaboration with UNHCR staff members and external experts.

Some of the elements of the text may include:

* Introduction;
* Acknowledgement of the partners;
* Infographics with key data;
* Description of achievements of UNHCR Ukraine related to:
  + Returnees (Crimean Tatars) + quote from a prominent Crimean Tatar leader
  + [Refugees and Asylum Seekers](https://www.unhcr.org/ua/en/refugees-asylum-seekers) + quote from SMS or other related official
  + [Internally Displaced Persons (IDP)](https://www.unhcr.org/ua/en/internally-displaced-persons) and conflict affected people + quote from someone of IDP community or partner NGO assisting to IDPs.
  + [Stateless Persons](https://www.unhcr.org/ua/en/stateless-persons) + quote from SMS or other related official or partner NGO.

[In](https://www.unhcr.org/ua/en/protection) the text, the Consultant must very clearly emphasise the protection mandate of the UNHCR.

The Consultant should also depict, among others areas, UNHCR’s work on [Durable Solutions](https://www.unhcr.org/ua/en/durable-solutions), [Advocacy](https://www.unhcr.org/ua/en/advocacy), [Shelter](https://www.unhcr.org/ua/en/shelter), [Non-Food Items (NFI)](https://www.unhcr.org/ua/en/nfi) as well as a few powerful human stories.

The approximate number of words in each language version of the brochure should be around 8000. Firstly, the text should be written in English language and later translated into Ukrainian.

The consultant will work closely with the graphic designer to develop ideas for graphics and charts that creatively convey key messages/data in the report, as well as write captions for the photos in the publication. The consultant will also proof read the texts as they are laid out by the designer.

**Expected deliverables:**

The Consultant will produce final text in English and Ukrainian languages for the brochure dedicated to the 25th Anniversary of the UNHCR during the 20 working days of the assignments. Approximate expected volume of text: 8000 words.

Preparation of the publication by the Consultant will observe the following time plan:

* Meetings with UNHCR staff members, interviews and desk research: 1st week
* Writing the initial text of the brochure: 2nd week
* Review and comments of the text by UNHCR management: 3rd week
* Finalization and translation of the brochure: 4th week

# Required qualifications and experience:

* Minimum level of education: Master’s degree (MA in writing, communications, journalism, international relations, or related)
* Minimum of ten years of relevant experience in editing, writing, proofreading, including significant experience with print publications;
* Extensive knowledge of the work of UNHCR in Ukraine;
* Deep understanding of the political and social situation in Ukraine, as well as political sensitivities;
* Outstanding writing and editing skills in English and Ukrainian languages;
* Knowledge and experience overseeing the creation of information graphics/data visualizations;
* Fluency in written and spoken English and Ukrainian is required.

**Candidates are invited to send a motivation letter and UNHCR Personal History Form with a Supplementary Sheet (if applicable) prior to the closing date of this vacancy to the email** [**vacancy@unhcr.org**](mailto:vacancy@unhcr.org)**.**

**Please include the title and vacancy number in the subject line.**

**Download UN personal history form (P-11)** [**here**](https://www.unhcr.org/ua/wp-content/uploads/sites/38/2018/06/UNHCR_Personal_History_Form_October-2017.docm)

**Download Form P11 Supplementary Sheet** [**here**](https://www.unhcr.org/ua/wp-content/uploads/sites/38/2018/06/UNHCR_PHF_Supplementary_October-2017-3.docm)

**Only short-listed applicants will be contacted, no late applications will be accepted.**

**UNHCR does not charge any fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).**

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