



REPUBLIC OF VANUATU

NATIONAL ADVISORY BOARD ON CLIMATE CHANGE AND DISASTER RISK REDUCTION

C/- VANUATU METEOROLOGY AND
GEO-HAZARDS DEPARTMENT

Private Mail Bag 9054, Port Vila
Telephone: (678) 22331; Fax: (678) 22310



TERMS OF REFERENCE

Job title: *Communications Officer, Visibility Program*

INTRODUCTION

Climate change will have a significant impact on the livelihoods and living conditions of the poor in all developing countries, particularly those with high current levels of exposure to climate extremes like cyclones, floods and droughts. Long-term changes in climate will disproportionately affect regions in the more humid tropics like Vanuatu. Within these areas, the effects of climate change vary across islands, farming and food systems, households, and individuals of different age and gender. Moreover, other simultaneous global changes, including changing trade patterns and energy policies, have the potential to exacerbate the negative effects of climate change on some systems and groups. Thus, national awareness, delivered through the most effective information dissemination mediums, at all levels, across sectors and all groups is critical to effect informed decisions and build resilience.

Vanuatu is also vulnerable to a range of natural disasters and hazards, including cyclones, earthquakes, tsunamis, drought, extreme weather events, and volcanic eruption. Vanuatu has recognised the importance of disaster risk reduction in addition to disaster response through amendments to the Priority Action Agenda, and creation of a national unit to integrate and action climate change and disaster risk reduction activities.

The EU Global Climate Change Alliance (GCCA) budget line has identified the Vanuatu NAPA for financial support to implement the adaptation priorities identified in the NAPA and to support Government of Vanuatu capacity for partner-dialogue and coordination on climate change and disaster risk reduction. As per the *Communication and Visibility Manual For European Union External Actions 2010*, a need is recognised for a 'Visibility Plan' to ensure that actions that are wholly or partially funded by the European Union (EU) incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

In support of these activities, under Programme Estimate GCCA No. 01 Addendum 01, the National Advisory Board on Climate Change and Disaster Risk Reduction wish to engage a staff member on a contract of one year to work with the EU, the NAB-PMU and VMGD to develop an appropriate visibility plan, and implement and coordinate communication and

information activities identified. This specialist support is in alignment with s2.3.2 of the *Communication and Visibility Manual For European Union External Actions 2010*. To align with the principles of s2.3.3, a local specialist will be sought in the first instance.

OBJECTIVES

The objectives of the contract are to:

- In consultation with EU, NAB-PMU and VMGD, design a communication and visibility plan for the EU GCCA program, including allocation of remaining visibility funding for most effective use of resources.
- Implement planned activities throughout 2013.
- Ensure appropriate visibility of the EU GCCA support and program as described in the *Communication and Visibility Manual For European Union External Actions 2010*.

SCOPE OF WORK

Services required

The Communications and Public Relations Officer will design, implement and report on a communication and visibility plan for the EU GCCA program, including allocation of remaining visibility funding for most effective use of resources.

The Officer will be responsible for the following tasks:

- i. In consultation with the EU, NAB-PMU and VMGD design an appropriate communication and visibility plan which reflects the requirements outlined in the *Communication and Visibility Manual For European Union External Actions 2010* and reflects the activities being implemented through EU GCCA funding;
- ii. Cost proposed activities and propose allocation of Visibility Funds to make effective use of resources.
- iii. Develop a work plan determining implementation timeframes for all identified activities.
- iv. Develop materials such as press releases, leaflets, brochures, newsletters, website materials, display panels, banners, commemorative plaques, vehicle panels, and promotional items as needed.
- v. Organise and coordinate activities such as press conferences, press visits, information campaigns and public events and visits as needed.
- vi. Collect photographs of events and activities, adhering to appropriate permissions processes, and collate a database of photographs for use in EU GCCA publicity.
- vii. Contribute to report on EU GCCA program progress with specific information on communication activities.
- viii. Work with other staff members with responsibilities for Departmental communication strategies to build skills and experience in engagement processes.
- ix. Assist VMGD to maintain computer and communication tools ie Web Sites, Portal.
- x. Other tasks as identified by the NAB-PMU manager.

Timing and duration

- The planned starting date of the position is January 2013. The position will be funded for a period of 12 months. Following project funding, VMGD will incorporate the position into the organisational structure to provide Communication and Public Relations Services for the Department.

Outputs

The consultancy shall produce the following outputs:

- A Communication and Visibility Plan and budget
- A work plan showing time frames for implementation
- Reports on outcomes for inclusion in the EU GCCA 6-month reports
- Communication and information materials and activities as identified in the Communication and Visibility Plan.

EXPERTISE REQUIRED

Qualifications and skills

- A university degree or diploma in a field directly relevant to the tasks stipulated above: such as media, journalism or communications, or equivalent work experience pertinent to the envisaged assignment
- A minimum of four (4) years of relevant professional experience;
- Computer skills able to produce visual and written materials;
- Proficiency in English and Bislama is essential, French is desirable.

MANAGEMENT, COORDINATION AND REPORTING ARRANGEMENTS

Management

This contract will be located at the Vanuatu Meteorology & Geo-hazards Department, Port Vila, Efate, Vanuatu. Travel to other Provinces may also be expected.

Supervisor

The Supervisor will be Imprest Administrator GCCA Component A.

Reporting

➤ Language

Reports should be presented in the English language, with expenditure summaries attached.

Note that formal engagement is subject to final approval of project funding. Confirmation of approval is expected shortly. For further information, please contact Kathy Kanas on kkanas@meteo.gov.vu.

To apply for this position, send your application letter, resume and the names and current contact details of two referees by 4:00pm by **Monday 19 November** via email to Kathy Kanas (address above), or by mail to:

Vanuatu Meteorology and Geo-hazards Department
PMB 9054, Port Vila