The International Trade Centre (ITC) is looking for a:

### Senior Communications Consultant for COP28

**Division/Section:** Division of Sustainable and Inclusive Trade, Green and Inclusive Value Chains Section (DSIT/GIVC)

**Type of assignment:** International Consultant

**Type of contract:** Delivery contract

**Duty Station:** Home-Based

**Duration of assignment:** 3 months, 15 September 2023 – 15 December 2023

**Application period:** 25.08.2023 – 08.09.2023

## Terms of Reference

### BACKGROUND

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization supporting the internationalization of small and medium enterprises (SMEs). Its joint mandate combines a focus on expanding trade opportunities with the aim of fostering sustainable development.

This position is located within Green and Inclusive Value Chains (GIVC) section, Trade and Environment Programme, that provides trade intelligence and technical assistance to strengthen the climate competitiveness of MSMEs through a portfolio of environment-related tools and approaches.

### OBJECTIVE

ITC will be actively participating in COP 28 in Dubai from 30 November to 12 December. This is a significant moment as trade will be included for the first time in the key thematic agenda. ITC aims to ensure the role of trade and of small businesses in developing countries are part of the discussions, and that decisions taken reflect this, further developing the progress made in COP27.

ITC is seeking a Senior Communications Consultant to provide expert support for its involvement in COP28.

### DESCRIPTION OF DUTIES/RESPONSIBILITIES

The Consultant will work under the direct supervision of the Senior Advisor Trade and Environment and the overall guidance of the Chief, Green and Inclusive Value Chains Section, and will undertake the following duties:

- Provide strategic communication guidance and support for ITC’s engagement at COP28.
- Advise on engagement and advocacy strategies to maximize visibility and impact.
- Refine key messaging that effectively communicates ITC’s positioning, working closely with the Cabinet and corporate communications team.
- Collaborate with internal teams to create and implement a comprehensive communications plan.
• Coordinate and review all communication materials for COP28.
• Work closely with ITC’s partners and be the focal point for communications in meetings with partners.
• Work closely with Cabinet to advise on and support media outreach efforts including coverage/interviews, a press release and a joint Op-Ed; monitor media coverage and public sentiment related to COP28; and provide insights and recommendations for enhancing ITC’s reputation and influence.
• Foster relationships with key media outlets, influencers, and stakeholders to amplify ITC’s messages and promote ITC at COP initiatives.

The Consultant is obliged to provide full access to ITC external and internal auditors to documents and information. In addition, the contractor shall comply with any audit undertaken in line with the financial regulations and rules of the United Nations.

Copyright Clause: The Consultant has to ensure that s/he has obtained the necessary permissions with regard to intellectual property rights required to perform his/her services under this consultancy contract and for the subsequent dissemination by ITC in any form. Documentary proof is to be submitted to ITC. Should any license fee be due for the use of copyrighted materials of third parties, the Consultant shall request prior written permission from ITC. S/he has further to ensure to obtain accreditation to event(s), if required.

EXPECTED OUTPUTS AND TIMELINES

By 1st of October 2023:
- Communications strategy guidance document is finalised
- Communications plan with detailed key comms activities for pre-COP and at COP is finalised, in collaboration with the corporate communications team and Cabinet
- Key messages are refined

By 15th of November 2023:
- N (TBC) interviews/media placements are secured
- All comms materials are reviewed and approved for production

TRAVEL: Yes

REQUIREMENTS

EDUCATION:

Advanced degree (MA/MSc or other) in journalism, communications, corporate sustainability, environmental studies, business administration, economics, or related field. Extensive relevant experience may be accepted in lieu of advanced degree.
**REQUIRED EXPERIENCE:**

At least 15 years of experience in strategic communications and events communication is required.

**ADDITIONAL EXPERIENCE:**

Experience in climate negotiations, strong international network in both climate and media domains, and in effectively navigating the complex landscape of climate change communication.

**SKILLS:**

Competent user of Microsoft Office applications (Word, Excel, Outlook, PowerPoint).
Attention to detail.
Ability to work independently and to solve problems.
Flexibility and ability to work under pressure and tight deadlines.
Excellent communications skills, both oral and written.
Excellent communication, diplomatic, presentation skills and ability to maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity.

**LANGUAGE:**

Fluency in English is required.

*ITC champions workforce diversity, inclusion, gender equality and gender parity and considers all qualified persons - of all genders - equally, including those with disabilities, without discrimination or prejudice of any kind.*