

STTA Terms of Reference

Job title:

Consultant (communications generalist)

Dates & duration:

Maximum 14 days between 20 November 2019 and 21 February 2020 (estimated one day per week with flexibility in office hours)

Location(s):

Dili

Reports to:

Modesto Lopes, National Program Manager

TOMAK Contract Representative:

Nick Martinez, TOMAK Program Manager

Background:

TOMAK

TOMAK (*To'os ba Moris Di'ak* or Farming for Prosperity) is a 5-10 year agricultural livelihoods program supported by the Australian Government in Timor-Leste. The program aims to help rural households live more prosperous and sustainable lives. To do this, the program is focusing on two key areas:

- Improving household food security & nutrition, through nutrition-sensitive agriculture (NSA) and social and behaviour change (SBC) approaches; and
- Developing commercial agriculture, through improved farming practice and building stronger links to markets

TOMAK is working with government, NGO and private sector partners in 83 suku in 3 municipalities – Baucau, Bobonaro and Viqueque.

The Assignment

TOMAK is looking for an experienced communications professional based in Timor-Leste to provide generalist support for its technical component teams for approximately 14 weeks with an estimated input of approximately 1 day per week. The consultant should be fluent in English with moderate to high level Tetun skills (knowledge of INL written standards is an advantage), and should possess a broad range of generalist skills including but not limited to: writing and editing, media and social media management, website support and management, basic design and layout, and administrative support. The consultant should be able to work flexibly within a high-functioning, multi-disciplinary team of national and international staff. The consultant will be expected to work from the TOMAK office (located in the Ministry of Agriculture & Fisheries, Comoro) for the duration of the assignment.

Overview of Assignment

Assignment objective:

To assist the TOMAK team with a range of communications tasks over a period of 14 weeks (estimated input of approximately 1 day per week). Key tasks should be delivered to a high quality and in line with TOMAK standards as an Australian Government supported initiative.

Tasks:

- a. Manage TOMAK social media – prepare at least one Facebook and Twitter post per week in Tetun (accessible language in INL orthography) with an English translation. Social media content should be visually engaging and accurately reflect TOMAK's work together with its partners and rural communities. Respond to social media questions and like/share other posts as required.
- b. Prepare social media content for donor and other partners – at least one Facebook post per month and at request.
- c. Provide communications support for any key events that arise during the assignment, including but not limited to: preparation of press releases, talking points, banners/materials, media engagement, photography, social media content, etc.
- d. Maintain and update the TOMAK website as required (requires experience using Wordpress/content management systems), including uploading any new publications and/or materials to the TOMAK Resources page.
- e. Coordinate with technical staff to prepare and disseminate the TOMAK newsletter in English and Tetun using an existing template (some knowledge of Adobe InDesign required).
- f. Maintain and organise TOMAK communications assets including photo library, publications, training materials, etc.
- g. Provide writing and editing support as required.

Deliverables:

- a. At least one Facebook and Twitter post per week through TOMAK channels.
- b. At least one Facebook post per month for donor and/or other partners. Additional social media content as requested.
- c. Communications materials for any events held during the assignment (e.g. press releases, banners, handouts, social media content, etc.).
- d. Fully up-to-date TOMAK website, with all new materials uploaded.
- e. One TOMAK newsletter prepared and disseminated in English and Tetun.
- f. Organised suite of TOMAK communications assets.
- g. Any reports, publications and/or materials for which the consultant's support was requested.

Considerations:

- Any photographs taken by the consultant during the assignment must be taken with subjects' permission, and photographs of children must be taken according to the Australian Government's Child Protection Policy, with signed written permission provided by a parent/guardian. TOMAK has standard forms to support this practice.
- Minimal support for written translation (either through TOMAK staff or consultant translators) is available throughout the assignment. As such, it is expected that the consultant can meet the language requirements outlined in the assignment description.

Timeline (mission dates):

The assignment will involve a maximum 14 days between 25 November 2019 and 21 February 2020 (estimated one day per week, with flexibility in office hours). The TOMAK Office will be closed between 24 December 2019 – 1 January 2020 - the consultant will not be expected to work in this period.

Skills and experience required:

The successful applicant should demonstrate skills and experience in the following areas:

- a. General communications
- b. Design and layout (including basic knowledge of Adobe software including InDesign)
- c. Writing and editing
- d. Website management (including experience with Wordpress/content management systems)
- e. Event organisation
- f. Working as part of a multi-disciplinary team
- g. English (fluent) and Tetun (moderate – high level) language skills

Remuneration:

To be determined with the consultant based on a proposed daily rate and an agreed work plan. For any municipal travel required (none expected at this stage), TOMAK will organise and cover costs of transport, accommodation and meals for the consultant.