



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)

Title:	Consultancy to collect content and update information on the Project website.
Main Duty Station and Location:	Home base / UNIDO Regional Hub, México
Mission/s to:	As required
Start of Contract (EOD):	July 18, 2022
End of Contract (COB):	March 31, 2023
Number of Working Days:	181 days

ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programs, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Directorate of Digitalization, Technology and Agri-Business (DTA)
The Division of Rural Entrepreneurship, Job Creation and Human Security (DTA/AGR/RJH)
This position is located under Regional Office Mexico (PFC/RFC/FLD/LAC/MEX)

PROJECT CONTEXT

The United Nations Populations Fund (UNFPA), the United Nations Office on Drugs and Crime (UNODC), and the United Nations Industrial Development Organization (UNIDO) in Mexico launched the project “Promoting the human security approach for the protection, empowerment, and economic inclusion of youth-at-risk during and after the COVID-19 pandemic.” which will be broadened on an interagency manner at the state of Hidalgo. This initiative will be performed with United Nations Trust Fund for Human Security (UNTFHS) resources, which has the objective of promote the protection and empowerment of endangered people and communities on their livelihoods, survival, and dignity.

The central purpose of the project is to enhance and support the design and implementation capacity of public policies and social programs with a human security and gender approach, to promote the protection, empowerment, and economic inclusion of young people in a vulnerable situation during and after the COVID-19 pandemic. This program will be implemented in thirteen municipalities of the state of Hidalgo, with focus on the metropolitan zones of Pachuca, Tula, and the industrial area of Ciudad Sahagún.

The proposed actions will contribute to the reinforcement of capacities of all the sectors to promote the protection, empowerment, and economic inclusion of all adolescent and young people, from an overall approach. This project will furnish the reduction of the impact of the pandemic’s adverse effects. The initiative has two axes of action:

- Strength the key counterparts’ capacities to understand the young population problems and design, evaluate and execute participative public policies, based on evidence and the approaches of human security and gender, that can be also applied in other Mexican states.
- The formation of a dialogue and intersectoral coordination mechanism among the public and private sectors, the academy, civil society, and young people to promote the recommendations in public policy and good practices among institutions.

THE PROJECT WEBSITE

Target audience

In line with the project’s communication strategy, the website is intended to be a public information source to interested stakeholders with various technical knowledge. In particular, the website must provide information and be an interactive platform, appealing to the youth. Stakeholders include (but not limited to):

- Governmental actors
- Civil Society Associations
- Academia
- Private Sector
- Stakeholders in interested Mexican states
- Interested agencies of the United Nations System

Website content

It is expected that the consultant collects material derived from the research and activities carried out under the project and provide relevant and updated information about the project for the build-up of digital content in the platform. The description for the website, the photographs, etc. will be provided by UNFPA, UNODC, and UNIDO; The project’s team will be always available for consults.

The consultant will attend working sessions with UN Agencies and project’s personnel, conduct personal and group meetings, face-to-face or online, where project initial ideas and new ideas can be discussed and explored, in order to generate content for the website.

Consultant activities will be monthly reported.

<u>MAIN TASKS</u>	Concrete/ measurable Outputs to be achieved	Expected duration	Location
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Attend interagency meetings	Creation and collection of information for the content of the website	During project implementation.	Home base / UNIDO Regional Hub, México
Attend communications meetings	Creation and collection of information for the content of the website	During project implementation.	Home base / UNIDO Regional Hub, México
Attend technical committee meetings	Creation and collection of information for the content of the website	During project implementation.	Home base / UNIDO Regional Hub, México
Attend steering committee meetings	Creation and collection of information for the content of the website	During project implementation.	Home base / UNIDO Regional Hub, México
Attend workshops	Creation and collection of information for the content of the website	During project implementation.	Home base / UNIDO Regional Hub, México
Organize visits with government officials, academia, the private sector, non-governmental organizations, etc.	Creation and collection of information for the content of the website	During project implementation.	Home base / UNIDO Regional Hub, México
Coordination of content for the website	<ul style="list-style-type: none"> ● Preparation of the schedule of activities with the project's team. ● Monthly progress report for the development of the website according to the schedule of activities 	During project implementation.	Home base / UNIDO Regional Hub, México
Submission of mid-term report	Preparation of an intermediate report with the generated and collected inputs.	November 30, 2022	Home base / UNIDO Regional Hub, México
Final report submission	Preparation of the final report with the collected inputs and updates.	March 31, 2023	Home base / UNIDO Regional Hub, México

REQUIRED COMPETENCIES

Core Values

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible

manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

Key Competencies

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education: Minimum school's grade bachelor's degree in International Relations, Social Sciences, or related.

Technical and Functional Experience:

- A minimum of 2 years of experience in social /economic topics and interagency coordination is **required**.
- Administration tasks and project administration is **desirable**.
- Experience in drafting articles in web platforms and applications is **desirable**.
- Experience in research and synthesis information regarding social/economic topics is **desirable**.
- Experience in office procedures and practices, preferably within the UN system or in a multicultural environment, is **required**.
- Experience and proficiency in using Microsoft Office (Outlook, Word, Excel and PowerPoint), internet, is **required**.
- Experience with SAP or similar ERP software is **desirable**.

Languages: Fluency in written and spoken Spanish is **required**. Fluency and/or working knowledge of another official UN language, particularly English is **required**.