Background and rationale

1. As per the 2030 Agenda for Sustainable Development, the High-level Political Forum (HLPF) has a central role in overseeing a network of follow-up and review processes at the global level. The 2021 meeting of the HLPF will be convened under the auspices of the ECOSOC and take place from Tuesday, 6 July, to Thursday, 15 July 2021. The theme will be "Sustainable and resilient recovery from the COVID-19 pandemic that promotes the economic, social and environmental dimensions of sustainable development: building an inclusive and effective path for the achievement of the 2030 Agenda in the context of the decade of action and delivery for sustainable development". As a priority for the ILO, SDG 8 on Decent Work will be reviewed.

2. In response to the socioeconomic fallout from the COVID-19 pandemic, the UN SG and the Prime Ministers of Canada and Jamaica launched an Initiative on Financing for Development in the Era of COVID-19 and Beyond. The Menu of Policy Options was presented to Member States in September 2020. In follow-up the UN SG has established six cluster groups to define the Way Forward. The ILO has been tasked to lead Cluster 2 on the Socioeconomic Response.

3. The ILO will organize High Level events during the HLPF in July 2021 and the UNGA in September 2021 in connection with the Initiative on Financing for Development and other priorities including Just Transition, and the Elimination of Forced Labour. These meetings require tailored communications and outreach strategies in order to be successful.

4. The communications consultant will support and strengthen communications efforts at the ILO-NY office. The ideal candidate will be adept at working across a variety of digital platforms, communications and marketing disciplines. The candidate will advise on ILO’s outreach and contact management strategy and tools.

Scope of work

The plan of deliverables expected from the consultant is as follows:

- **Deliverable 1:** Develop communication and outreach plan for relevant meetings and events taking place during the High-Level Political Forum.
  - Create social media handles, pending internal approval
  - Create and plan social media content
  - Write web stories and press releases for the ILO website
  - Format relevant newsletters and brochures

- **Deliverable 2:** Create a communications plan for the Partnerships Platform for the Future of Work, including:
  - Create social media handles and create and plan social media content
- Draft articles and other content that can be uploaded to the ILO website
- Create a mapping of past and prospective partners and compile contact information for all partners

**Deliverable 3:** Develop communication and outreach plan for High-Level Meeting on Jobs, Social Protection and Poverty Eradication during the UN General Assembly.
- Create social media handles, pending internal approval
- Create and plan social media content
- Write web stories and press releases for the ILO website
- Format relevant newsletters and brochures

**Deliverable 4: Assist with REFLECT project communications**
- Develop and update communications strategy for REFLECT project
- Organize and facilitate three project advisory group meetings including invitations and follow-ups with individual participants, compiling briefing packs, note taking and written summary of meeting, operating zoom
- Draft communication letter with ILO field offices

**Required Qualifications**

- 1-3 years of experience in communications, i.e. media relations, media strategy and outreach, social media preferred;
- University degree in communications, marketing, social sciences or related filed;
- Familiarity with communications software, social media outreach, and other related tools;
- Strong writing and editing experience;
- Excellent communications skills, both oral and written, to produce high quality output;
- Proven interpersonal skills and ability to work in a multi-cultural and multi-ethnic environment;
- Fluency in English, both oral and written, is a requisite. Good knowledge of a second official UN language is an advantage.

**External Collaborator Clauses**

- External Collaborator is an independent contractor, is not considered to be an official or employee of the ILO and is not subject to the ILO Staff Regulations or Rules Governing Conditions of Service of Short-Term Officials. The External Collaborator is not entitled to recover from the ILO any income tax payable in respect of the fee provided under this contract and shall be solely liable for the payment of any national income tax due in respect of the emoluments payable under the contract.
- Being authorized to work in the U.S. is required and the ILO will not sponsor for an employment visa.

All applications should send a resume and letter of motivation to newyork@ilo.org