

Consultancy: Knowledge management and communications specialist for Latin America and the Caribbean region

Location: Home-based

Context:

WCMC works in collaboration with the UN Environment Programme (UNEP) on UN-REDD Programme support to nationally led REDD+ processes, promoting the informed and meaningful involvement of all stakeholders, including indigenous peoples and other forest-dependent communities, in national and international REDD+ implementation. Within the UN-REDD Programme, UNEP is leading on the knowledge management and communication workstream across the three regions (Africa, Asia Pacific and Latin America and the Caribbean (LAC)), which WCMC is closely collaborating on.

WCMC is seeking a regional knowledge management and communications specialist to actively support activities that are taking place and/or being planned in the LAC region by the UN-REDD Programme. The objective of the consultancy is to create knowledge and communications products and facilitate sharing of good practices and lessons learned, with the goal of enhancing knowledge across UN-REDD Programme partner countries in order to scale up REDD+ outcomes. In addition, the consultancy will support awareness raising for the UN-REDD Programme, the REDD+ process and forests as a key climate solution.

The consultancy activities will include:

- Identification of knowledge, lessons learned and best practices on REDD+;
- Building and maintaining close coordination between UN-REDD agencies on KM and communications in the region;
- Alignment of the technical activities with the UN-REDD global and LAC strategy;
- Development of communications outputs, including articles for the UN-REDD newsletter and blog, among others;
- Development of knowledge outputs, such as briefs and knowledge exchanges;
- Provision of guidance and support to LAC country teams on KM and communications;
- Other activities, as appropriate.

Qualifications / special skills or knowledge

ACADEMIC:

- Master's degree or equivalent in KM, communications, marketing, environmental studies or related field.

PROFESSIONAL:

- A minimum of five years of progressively responsible experience in KM, communications, marketing or related areas;
- At least three years working in the LAC region;
- Experience editing technical reports;
- Experience creating key messages for target audiences and channels;
- Experience producing or contributing to a newsletter to enhance the outreach of projects;

- Experience producing webinars related to climate change, environment and forests, including coordination of participants, agenda and communications;
- Experience working with the private sector and the public sector;
- Experience transforming technical reports into interactive websites;
- Experience interacting with and reporting to different teams and stakeholders;
- International experience in developing and implementing communications strategies;
- Experience in media relations;
- Writing and editing experience in Spanish and English;
- Strong experience in developing knowledge and communications materials for web, social media and print;
- Experience working on REDD+, land use, forests and/or climate change related issues is an asset.

LANGUAGE:

- Native level Spanish
- Good English writing and speaking skills
- Portuguese writing and speaking skills are an asset

Duration

The consultant will work for 12 months between July/August 2022 and July/August 2023.

Funding

The maximum total costs for this consultancy are USD 60,000, with the selected candidate being paid based on monthly assignment reports documenting deliverables and progress against the work plan and key targets.

Workplan

Tasks and Responsibilities:

- Maintain close relationships with UN-REDD regional technical advisors, UN-REDD country teams and national REDD+ focal points;
- Identify success stories, lessons learned and best practices and turn them into knowledge and communications products, in the form of blog posts, videos, images, news articles, social media posts, publications etc;
- Support knowledge exchanges in LAC and globally;
- Support communication events in Latin America, and beyond;
- Provide guidance and support to country teams on developing national and regional knowledge and communications products and on accessing global UN-REDD Programme communications and KM products;
- Facilitate the production of at least four articles for each issue of the UN-REDD newsletter;
- Contribute Spanish language posts to UN-REDD's social media channels;
- Maintain close working relations with the UN-REDD agencies' respective regional communications officers;
- Ensure UN-REDD Programme logo guidelines are followed in all regional and national products;
- Keep up-to-date the contact, event and publication lists for Latin America;
- Issue event surveys for all knowledge events in the regions, according to the provided framework;
- Provide inputs on regional KM and communications events and activities for divisional and branch reports and the UN-REDD Programme progress reports;
- Contribute to the development and communication of new initiatives created in the framework of REDD+, e.g.: +BOSQUES ALC; and
- Performs other related tasks, as appropriate.

Deliverables

Monthly report detailing progress and activities, with deliverables attached, which will be approved by WCMC in collaboration with the UNEP UN-REDD LAC Coordinator and the UN-REDD Programme Knowledge Management and Communications director.

How to apply

Please send a short e-mail indicating your relevant experience, as well as a CV, to judith.walcott@unep-wcmc.org by 31 July 2022. Documents can be received in Spanish or English.