**UNDP Moldova roster of consultants in Communications**

**Sub-areas and required expertise**

**Note: The applicants are kindly requested to indicate with "X" all sub-areas for which they qualify.**

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| **Communications sub-areas** | **X** | **Requirements** | **Abilities** | **Skills** |
| **Communications strategies and action plans** |  | * MA or PhD in journalism, communications, social, political sciences or related fields * Min 5 years of related work experience * Fluent in written and spoken Romanian. Good command of English and Russian. * Experience with UN is an asset | * Develop communications strategies and plans; * Develop communications toolkits; * Draft reports, analyses, presentations and other kind of documents; * Design and deliver communication training; * Coach public relations divisions. | * Excellent analytical skills. * Demonstrated capacity building skills, ability to share knowledge and lessons learnt * Excellent drafting and reporting skills * Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity |
| **Training for media** |  | * MA or PhD in journalism, communications, social, political sciences or related fields * Min 5 years of related work experience * Fluent in written and spoken Romanian. Good command of English and Russian. * Experience with UN is an asset | * Design training modules and deliver them. * Conduct training needs assessments and training evaluations. | * Excellent analytical skills. * Demonstrated capacity building skills, ability to share knowledge and lessons learnt * Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity |
| **Training in public relations** |  | * MA or PhD in journalism, communications, social, political sciences or related fields * Min 5 years of related work experience * Fluent in written and spoken Romanian. Good command of English and Russian. * Experience with UN is an asset | * Design training modules and deliver them. * Conduct training needs assessments and training evaluations. | * Excellent analytical skills. * Demonstrated capacity building skills, ability to share knowledge and lessons learnt * Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity |
| **Journalist** |  | * MA in journalism, communications, social, political sciences or related fields * Min 5 years of related work experience * Fluent in written and spoken Romanian. Good command of English and Russian. * Experience with UN is an asset | * Write articles, success stories, blog posts, feature stories, reportages, interviews, op-eds. * Identify multimedia material (photos, videos, graphics) to illustrate stories * Use proper media channels and tools for distribution and multiplication, including social media | * Excellent analytical skills. * Excellent writing skills * Demonstrated capacity building skills, ability to share knowledge and lessons learnt * Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity |
| **Communications/PR consultant** |  | * MA in journalism, communications, social, political sciences or related fields * Min 5 years of related work experience * Fluent in written and spoken Romanian. Good command of English and Russian. * Experience with UN is an asset | * Develop press-releases an all type of communications materials. * Manage social media accounts on Facebook, Twitter, Odnoklassniki. * Organize & design events. * Manage awareness campaigns. * Manage contacts with media and partners. * Develop communication plans. * Maintain positive relations and communication with relevant stakeholders. * Manage web pages. | * Excellent analytical skills. * Excellent writing and reporting skills. * Demonstrated capacity building skills, ability to share knowledge and lessons learnt * Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity |
| **Layout of publications** |  | * Bachelor in journalism, communications, social, political sciences, arts, IT or related fields * Min 5 years of related work experience * Fluent in written and spoken Romanian. Good command of English and Russian. * Experience with UN is an asset | * Develop layout for publications and respect the brand books of implementing agencies and donors. | * Excellent analytical skills. * Demonstrated capacity building skills, ability to share knowledge and lessons learnt * Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity |
| **Graphic design** |  | * Bachelor in journalism, communications, social, political sciences, arts, IT or related fields * Min 5 years of related work experience * Fluent in written and spoken Romanian. Good command of English and Russian. * Experience with UN is an asset | * Develop graphic designs: infographs, web banners adapted to the content, message, target audience and channel. * Respect brandbooks of implementing agencies and donors. | * Excellent design skills and knowledge of design software and formats. * Excellent analytical skills. * Demonstrated capacity building skills, ability to share knowledge and lessons learnt * Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity |
| **Web design** |  | * Bachelor in arts, IT or related fields * Min 5 years of related work experience * Fluent in written and spoken Romanian. Good command of English and Russian. * Experience with UN is an asset | * Design and code functional web pages. * Make us of web standards, including accessibility standards. | * HTML, CSS and other relevant languages * Excellent knowledge of web standards and tools. * Excellent analytical skills. * Demonstrated capacity building skills, willingness to share knowledge and lessons learnt with colleagues * Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity |
| **Romanian language editor/proofreader** |  | * MA in journalism, communications, linguistics of related fields * Min 5 years of related work experience * Fluent in written and spoken Romanian. * Experience with UN is an asset | * Edit publications and communications materials. * Guarantee high quality level of language used in communication products. | * Excellent analytical skills. * Demonstrated capacity building skills, ability to share knowledge and lessons learnt * Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity |
| **Russian language editor/proofreader** |  | * MA in journalism, communications, linguistics of related fields * Min 5 years of elated work experience * Fluent in written and spoken Russian. * Experience with UN is an asset | * Edit publications and communications materials. * Guarantee high quality level of language used in communication products. | * Excellent analytical skills. * Demonstrated capacity building skills, willingness to share knowledge and lessons learnt with colleagues * Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity |
| **English language editor/proofreader** |  | * MA in journalism, communications, linguistics of related fields * Min 5 years of related work experience * Native speaker of English and/or minimum 10 years of working experience in international development * Experience with UN is an asset | * Edit publications and communications materials. * Guarantee high quality level of language used in communication products. | * Excellent analytical skills. * Demonstrated capacity building skills, willingness to share knowledge and lessons learnt with colleagues * Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity |
| **Moderator for roundtables/debates/special events** |  | * Bachelor in journalism, communications, linguistics, arts of related fields * Min 5 years of related work experience * Fluent in written and spoken Romanian. Good command of English and Russian. * Experience with UN is an asset | * Moderate events, meetings and workshop with advanced facilitating techniques * Moderate launch events, fairs, concerts, galas and other special events. | * Excellent analytical skills. * Excellent public speaking skills * Demonstrated capacity building skills, willingness to share knowledge and lessons learnt with colleagues * Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity |
| **Photographer for events** |  | * Bachelor in journalism, communications, arts of related fields * Min 5 years of related work experience * Fluent in written and spoken Romanian. Good command of English and Russian. * Experience with UN is an asset | * Take photos at events. * Edit photos for web and print purposes. * Comply to all relevant ethical and legal rules, including concerning copyright and data protection. | * Excellent analytical skills. * Demonstrated capacity building skills, willingness to share knowledge and lessons learnt with colleagues * Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity |
| **Photographer for UNDP portfolio** |  | * Bachelor in journalism, communications, arts of related fields * Min 5 years of related work experience * Fluent in written and spoken Romanian. Good command of English and Russian. * Experience with UN is an asset | * Take photos for UNDP portfolio on its key areas: inclusive development; environment and energy; democracy and human rights. * Edit photos for web and print purposes. * Comply to all relevant ethical and legal rules, including concerning copyright and data protection. | * Excellent analytical skills. * Demonstrated capacity building skills, willingness to share knowledge and lessons learnt with colleagues * Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity |
| **Video operator** |  | * Bachelor in journalism, communications, arts of related fields * Min 5 years of related work experience * Fluent in written and spoken Romanian. Good command of English and Russian. * Experience with UN is an asset. | * Video documentation for events. * Video streaming and rough editing for further dissemination (pre-production). | * Excellent analytical skills. * Demonstrated capacity building skills, willingness to share knowledge and lessons learnt with colleagues * Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity |