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**Communications and Advocacy Consultant (National)**

Procurement Process :	IC - Individual contractor
Office :	UNDP-NGA - NIGERIA
Deadline :	17-Jan-24 @ 11:00 PM (New York time)
Published on :	11-Jan-24 @ 12:00 AM (New York time)
Development Area :	OTHER
Reference Number :	UNDP-NGA-00505
Contact :	Procurement - <a href="mailto:procurement.ng@undp.org">procurement.ng@undp.org</a>

This specific tender is managed via the new supplier portal system of UNDP Quantum. If you are interested in submitting a bid for this tender, you must subscribe following the instructions in the [user guide](#). If you have not registered a profile with this system, you can do so by following the link for [Supplier Registration](#). If you already have a supplier profile, please login to the [Supplier Portal](#), then search for the negotiation using the reference number **UNDP-NGA-00505**, following the instructions in the [user guide](#).

Introduction :Country: UNDP Country Office, Nigeria

**Description of the Assignment:** UNDP is seeking a Communications and Advocacy Consultant (National) to develop and provide technical support to the implementation of a communication, partnerships and outreach strategy for the UNDP Nigeria CO including but not limited to graphic design, podcast production, and press/media outreach, with the objective of increasing visibility, building partnerships, and engaging stakeholders through various media channels.

**Period of assignment/services:** 15 January 2024 to 15 March 2024

**Scope of Work:**

Under the direct supervision of the Public Engagement, Outreach and Partnerships Lead, the Consultant will work in collaboration with the Communications and Partnerships Unit to ensure consistency of messaging in line with the UNDP Nigeria's programming goals and strategies for the country.

In particular, the Communications Consultant will be responsible for the following:

- Social Media Plan: Develop and implement social media plan in line with key messages and themes provided by the Communications Lead to generate awareness and visibility.
- Implementation Communications Activity Plan: Monitor the communications activity plan to implement the communications and partnership strategy.
- Content production: Produce content for the various social media platforms which includes taking photos, producing videos and designing cards in a timely manner.
- Event visibility: Support the implementation of specific media relations, audience engagement and visibility initiatives for events organized by UNDP Nigeria.
- Perform any other tasks necessary for the effective implementation of the UNDP Nigeria's communications, partnerships and outreach strategy.

Proposal should be submitted directly in the portal no later than indicated deadline.

Any request for clarification must be sent in writing via messaging functionality in the portal. UNDP will respond in writing including an explanation of the query without identifying the source of inquiry.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this

link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

**Documents :**

[Negotiation Document\(s\)](#) (Before Accessing other negotiations Document(s), please click on [this link](#))