

## CALL FOR PROPOSAL TERMS OF REFERENCE

### Consultant

<b>1. Area of expertise</b>	Technical consultant –Global Heat Health Information Network.
<b>2. Purpose of consultancy</b>	<p>To coordinate access to resources of Wellcome Trust (WT) funded project “Accelerating Action for Extreme Heat and Health” through the Global Heat Health Information Network (GHHIN) which is jointly implemented by the World Meteorological Organization (WMO) and WHO. As one of four objectives, the project aims to <i>Increase awareness of climate change and extreme heat risks to health as a result of effective advocacy, community building, and access to technical resources.</i></p> <p>Under the supervision of the WHO/WMO Joint Office for Climate and Health, the consultant will work in close collaboration with Network partners, WHO and WMO communications staff, as well as external contractors.</p>
<b>3. Background</b>	<p><u>ACCOUNTABILITIES/RESPONSIBILITIES:</u></p> <ol style="list-style-type: none"> <li>1. <b><i>Strategic Heat Planning and Oversight</i></b> <ul style="list-style-type: none"> <li>• Facilitate the revision of the “Global Stakeholder Engagement, Communication, and Uptake Strategy” of the GHHIN, ensuring consultation with WHO Departments of Communications, and compliance with WHO and WMO communication policies and practice ;</li> <li>• Develop training and support materials for regional nodes to help develop similar engagement, and uptake plans;</li> <li>• Convene and facilitate the editorial board of the Climahealth.info and ghhin.org websites with regular meetings and communications with members and observers;</li> <li>• Assist with the identification, selection, and oversight of contractors and suppliers to deliver with agreed outreach products and goals;</li> <li>• Identify communication focal points for Network partners and maintain regular outreach and information sharing, including consultation with WHO and WHO communications, and Early Warning systems for all (EWS4A) focal points;</li> <li>• Establish systems for knowledge capture and transmission through the various platforms and events;</li> <li>• Assist partner visibility and up-to-date representation of their work and affiliation on the Climahealth.info and ghhin.org websites.</li> </ul> </li> <li>2. <b><i>Facilitate climate and heat policy and technical events</i></b> <ul style="list-style-type: none"> <li>• Desktop publishing of technical reports, flyers, posters, and presentations to support events</li> <li>• Develop promotional and presentation materials for quarterly Open Forum events, UNFCCC COP events, and other public facing activities</li> <li>• Collaborate with contractors to ensure timely and quality online events</li> <li>• Facilitate the TSU and network partners to promote GHHIN and partner events on other platforms</li> </ul> </li> </ol>

#### 4. Deliverables

##### ***Network Knowledge Management***

Facilitate overall knowledge management of the Network through a suite of outreach activities:

- Source, produce and promote new content to scale up the volume and frequency of available and quality controlled digital content on the external and partner websites;
- Ensure quality control of global digest publication on monthly basis;
- Manage Global Heat Health Information Network and ClimaHealth social media accounts, including content development.
- Plan seasonal and thematic risk awareness and outreach events to raise awareness of impending heat season health risks and increase the volume and frequency of new and regular content from the community including multi-media products;
- Provide overall management of the ClimaHealth and GHHIN websites, including user support, website promotion, content provider coordination, development of new features and functionalities per the project needs, and site maintenance.
- Coordinate web development to implement necessary improvements to the two websites,
- Coordinate implementation of maintenance contracts and subscription renewals to ensure sites are technically sound, secure and remain live; and manage other communication subscriptions and licenses, e.g. gmail business, Canva, Adobe creative cloud and Mailchimp, etc.

Monitor reach, usage, audiences and propose strategies that respond to website analytics.

Deliverable 1: Heat Communications working group established with TORs and workplan. Expected by April 2024)

Deliverable 2: Global Stakeholder Engagement, and Uptake Strategy developed. Expected by May 2024

Deliverable 3: Capacity building materials and guidance to regional partners for Heat Communication and Engagement. Expected by July 2024

Deliverable 4: GHHIN collaborating partners represented and knowledge products disseminated. Expected by November 2024

Deliverable 5: 3 Quarterly GHHIN Open Forum Events. Expected on a quarterly basis in March, July, October 2024.

Deliverable 6: 11 monthly digest publications. Expected on a monthly basis.

Deliverable 7: GHHIN events are promoted with appropriate flyers, slides, materials, outcome reports and webpages. Expected on an ongoing and regular basis

Deliverable 8: Updates from editorial board received and addressed. Expected on a quarterly basis in March, July, October 2024.

Deliverable 9: 2 seasonal social media outreach events conducted with collaborating partners. Expected in June and October 2024.

Deliverable 10: New features developed and published on [www.ghhin.org](http://www.ghhin.org) and [www.climahealth.info](http://www.climahealth.info) to provide high-quality digital resources which respond to user requirements and project plans. Expected on an ongoing and regular basis

#### 5. Qualifications, experience, skills and languages

##### **QUALIFICATIONS & EXPERIENCE REQUIRED:**

##### ***Educational Qualifications***

***Essential:*** First university degree in Communications, Information Management, Computer Science, Health related disciplines, Public Health, Climate and Environmental Science; Geography, Natural Resources, or related disciplines

***Desirable:*** Master's degree or equivalent experience in Scientific communication; Data and Information

management, Computer Science, Project management; Health Management; Health Research; Public Health; Geographical information systems, Environmental Science, or Meteorology.

### ***Experience***

#### ***Essential:***

- 5 to 10 years of experience in communication of scientific content to diverse audiences (climate change, disasters, and health content experience desirable), including with wordpress-based website management, graphic design, desktop publishing, email campaigns, corporate social media accounts, and related reporting;
- Experience in graphic design and desktop publishing for large organizations;

#### ***Desirable:***

- Relevant professional experience in public health, climate or meteorological science, data and information management, web development or science communications

### ***Skills/Knowledge***

- Expertise or sound knowledge of WHO or WMO mandate and goals, including UN publishing guidelines;
- Strong organization skills and proven track record of delivering on time
- Excellent interpersonal and communication skills;
- Strong writing skills in the preparation of communication strategies and content;

### ***Languages and level required***

Expert knowledge of English

## **6. Location**

Offsite - home-based

## **7. Travel - *If travel is involved, full medical clearance is required***

The consultant is expected to travel:

- the Regional GHIN conference in Singapore in July 2024 (dates to be confirmed); and
- the Technical Support Unit Coordination meeting in Geneva in March 2024

## **8. Remuneration and budget (travel costs are excluded)**

Remuneration: Pay band level B (USD 7,000 – 9,980 per month)

Contract duration: 11 months

## **9. Technical Supervision**

The Climate Change and Health team, in coordination and consultation with the Department of Communications.

If you are interested, please send your CV by 8 December 2023 to [climatehealth@who.int](mailto:climatehealth@who.int), with a copy to [climatehealth@who.int](mailto:climatehealth@who.int) and add " Heat – Technical consultant" to the email's subject.