



\* Please note: If this TOR is for Consultant / PSA.SBS contract, the minimum relevant experience required **for the assignment** is as follows:

### GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

- Develop and disseminate communication materials (articles, press releases, brochures, posters, policy briefs, documentaries, etc.) for FAO Vietnam websites ([www.fao.org/vietnam](http://www.fao.org/vietnam) and <http://www.fao.org/in-action/ectad-vietnam/>), online and social media channels;
- Coordinate, produce and disseminate communication and advocacy materials, including brochures, human interest stories, posters and other visibility products in close coordination with FAO Vietnam technical officers and government counterparts
- Facilitate the implementation of the Animal Health Risk Communication Assessment activity and organize an advocacy workshop based on the assessment results;
- In collaboration with the Information Resource Assistant, further develop and implement FAO Communication strategy to maximize outreach of FAO mandates and improve the branding of FAO's technical professionalism and visibility in Viet Nam.
- Assist FAO Viet Nam, MARD, MONRE and other line Ministries and related departments in coordinating communications activities among concerned organizations (government agencies, UN agencies and INGOs);
- Compile and coordinate translation of pertinent MARD, MONRE and other line Ministries and related departments' policy announcements /regulations/ orders in a user friendly version so that they can be disseminated to the concerned parties and the public at the provincial, district, commune and village levels;
- Liaise closely with agencies under MARD to organize meetings, workshops and trainings related to advocacy and risk communication;
- Assist FAO Viet Nam in publishing through the Publication Workflow System (PWS) to ensure the technical publications follow FAO style guidelines and branding;
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- Ensure that communication materials developed is interesting and visually appealing while complying with corporate visibility and style guidelines for all communication and information outputs through regular contact with the Regional Communication Officer, FAORAP;
- Perform any other duties as required.

## KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
<ul style="list-style-type: none"> <li>- Communication messages and materials produced and published</li> <li>- Outreach campaigns organized online</li> <li>- Risk communication advocacy workshop organized</li> <li>- End of assignment report</li> </ul>	As requested

## QUALIFICATIONS

### Essential

- Outstanding spoken and written English, with proven ability to meet tight deadlines
- At least five years of demonstrated experience working as a professional knowledge management and outreach coordinator;
- Bachelor's degree in communication, development communication, journalism or an equivalent combination of education and experience.

### Desirable

- Advance degree in relevant field
- Experience in sustainable agriculture, natural resource management, familiarity in one health, and/or climate change topics
- Experience working in an international development agency
- Proficiency in Adobe InDesign and Photoshop