Terms of Reference (ToR) for Communication Officer (Air Quality)

Position: Communication Officer (Air Quality)

Background and Objectives:

WHO’s work on household air pollution addresses health risks attributed to the combustion of solid fuels and kerosene for cooking, heating and lighting, often in open fires and inefficient stoves. Around 3 billion people worldwide are using inefficient sources of energy and technology that produce high levels of household air pollution. These emissions include a range of health-damaging pollutants that lead to the premature death of around 3.8 million people every year, including through pneumonia, stroke, ischaemic heart disease, chronic obstructive pulmonary disease, and lung cancer.

In response to this challenge, WHO provides technical support to countries in their own evaluations and scale-up of health-promoting household fuels and technologies. WHO is also producing knowledge material and tools and builds capacity at the country and regional level to address household air pollution through direct consultations and workshops on household energy and health.

WHO plans to organize a communications campaign through the WHO Country Office in Nepal. This campaign will be solution-oriented and focused on reducing household and ambient air pollution emissions and exposure and will be done in collaboration with the Alliance communications staff and ICIMOD.

In Nepal, WHO is conducting pilot and demonstration project focusing on mitigating the health effects of air pollution with a particular focus on household air pollution.

The incumbent will provide technical communications support to the Air Pollution team. Specifically, s/he will prepare communication documents, including briefing and workshop material to support upcoming workshop in Nepal.

Service period: January 21 to July 31, 2019 (Full time)

Outputs and Deliverables:

Under the overall guidance of the Public Health Administrator and in coordination with/supervision of the National Professional Officer (NPO)/Environmental Health, and in close collaboration with the WHO/Nepal Communications Officer, the incumbent will carry out the following duties to achieve following outputs and produce deliverables:
<table>
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<th>Outputs</th>
<th>Deliverables (Description of activities/Tasks to achieve outputs)</th>
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| **Output 1**: Background documents prepared and disseminated to support the Communication campaign in Kavre | • Deliverable 1: Adapt technical documents in local context and prepare background communication documents to support the CCA Behaviour Change Communication campaign in Kavre  
• Deliverable 2: Conduct editorial reviews of technical documents, flyers and other documents, particularly in relation to the Behaviour Change Communication campaign in Kavre |
| **Output 2**: Communication and background material prepared for the WHO Tool Workshop | • Deliverable 3: Facilitate preparation of the WHO Tool Workshop in collaboration with WHO HQ  
• Deliverable 4: Provide logistical support with the organization of the WHO Tool Workshop |
| **Output 3**: Communication and background materials prepared to support communication campaign in Kavre and Kathmandu valley | • Deliverable 5: Draft content to support the extension of the local Breathe Life Campaign to Kavre and Kathmandu valley; |
| **Output 4**: Communication and background material on household air pollution and health impacts prepared and translated into Nepali for dissemination | • Deliverable 6: Prepare communication documents on air household air pollution and health impacts  
• Deliverable 7: Translate these communication materials on household air pollution and health impacts in Nepali |
| **Output 5**: Communication projects assisted for the Urban Health Initiative | • Deliverable 8: Support with the preparation of communication materials for the Urban Health Initiative |
**Education (Qualifications):** First-level University degree in communications or related fields.

**Experience:**
- Minimum of 5 years of experience in writing popularized content based on scientific documents and preparing policy briefs
- Experience in synthesizing and distilling scientific information into communications or training materials for a lay audience
- Experience in preparing documents and briefings for publication (including editing and layout processes)
- Desirable: Previous experience in communications on air pollution and experience working on health risk communications issues

**Skills / Technical skills and knowledge:**
- Excellent intercultural skills
- Excellent communications and editorial skills
- Excellent knowledge of MS-Word, Excel and PowerPoint
- Ability to work independently and meet tight deadlines
- Coordinate and liaise effectively with team members and external stakeholders
- Knowledge of online social media and websites
- Desirable: Familiarity with energy and health issues, particularly those related to household energy use

**Language requirements:**
Fluency in English and Nepali is required. Fluency in other additional languages is an asset.