

Terms of Reference for the Coordinator for

Information and Communication Coordinator in the Project

- Position:** Information and Communication Coordinator (ICC)
- Project:** “Cross-border and cross-sector dialogue for tolerance and peace in Central Asia”, Ecological Movement BIOM
- Местоположение:** Bishkek, Kyrgyzstan

The contract for one year with the possibility of extension.

Description

Information and Communication Coordinator (ICC) will be responsible for design, planning, implementation and monitoring of internal and external communication for European Union funded “Cross-border and cross-sector dialogue for tolerance and peace in Central Asia” project (hereafter – Project). ICC will work under supervision of the Team Leader at Ecological Movement BIOM from the project office in Bishkek. European Union funded “Cross-border and cross-sector dialogue for tolerance and peace in Central Asia” project is implemented and co-funded by Konrad-Adenauer-Stiftung e.V. (KAS) in partnership with three regional civil society organizations, Ecological Movement BIOM (Kyrgyzstan), Zerkalo (Tajikistan) and Yuksalish (Uzbekistan). The three-year project aims to facilitate multi-stakeholder and cross-border dialogue and cooperation between Kyrgyzstan, Uzbekistan and Tajikistan for the promotion of tolerance and mutual understanding and the prevention of radicalization.

Tasks and Responsibilities

Information and Communication Coordinator will be responsible for:

Coordination

- In coordination with KAS representatives and project teams in all target countries (Kyrgyzstan, Tajikistan, Uzbekistan) design and implement communication strategy of the Project
- Contribute to monitoring and evaluation of the Project's Communication Strategy implementation
- Assist project team to integrate communication methods and tools in all relevant areas of Project activities, such as awareness raising campaigns, media related activities, promotion of products, etc.
- Guide project teams in Tajikistan and Uzbekistan to develop and disseminate appropriate communication materials.

Content

- Design Communication and Visibility Strategy of the project
- Contribute to conceptualization and production of communication materials for various activities and events of the Project
- Lead development of Project's visual identity in all target countries
- Support project team and partners in drafting targeted messages, media releases and general communications for key stakeholders
- Organize/contribute to internal communication activities, including the content of intranet, filing system, develop other internal communications channels
- Under supervision of Financial Manager coordinate/contribute to procurement procedures necessary for visibility and communications products and services
- Supervise production of any communication materials to be prepared by third parties for Project's purposes

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- Coordinate development and promotion of Project's communication channels and products online and offline
- Act as support person for development and promotion of communication channels (Websites, social media channels) of Centers of Tolerance in 3 target universities in KGZ, TJK and UZB.

Compliance

- Ensure donor compliance in all communication and visibility aspects of the Project
- Act as focal point for European Union Delegations in target countries in communication related matters
- Responsible for internal and external compliance for any communication and visibility materials produced within the Project
- Ensure that all communication products developed within the Project use language of tolerance

Reporting

- Coordinate collection of evidence on project presence in online and offline platforms
- In coordination with the project team contribute to the collection of good practices and success stories, with a view to channel them to appropriate target groups
- Prepare regular visibility reports according to set requirements by Project Steering Committee
- Contribute to regular interim and final reporting to the EU
- Ensure appropriate filing of all communication related materials throughout the Project activities

Qualifications and Experience Required

In order to deliver above mentioned functions ICC should have the following essential and desired qualifications:

Essential

- At least 3 years of experience working in a communications function
- Bachelor's Degree in communication, journalism, philology or another related field
- Understanding of political landscape and experience with cross-border dialogue in Central Asia
- Excellent written and spoken Russian language
- Excellent written and spoken English language
- Ability to present information in a clear, precise and accessible style
- Excellent communications and interpersonal skills
- Creativity and innovative thinking
- Proven ability to work as part of an international team
- Experience organizing events and conferences
- Ability to use modern audio-visual techniques and communications tools
- Experience of working with social media tools

Desirable

- At least 5 years of experience working in a communications function
- Master's degree in communication, journalism, philology or another related field
- Previous experience working for a civil society organization
- Experience of working with European Union funded projects
- Ability to manage priorities, work under pressure and meet tight deadlines
- Knowledge of Central Asian languages (Kyrgyz, Uzbek, Tajik) is an advantage
- Experience with Search Engine Optimization
- Experience of working with youth and volunteers
- Experience of working with education sector and/or local self-government representatives

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About the organization

«BIOM» - is a public non-profit organization uniting young specialists, scientists and leaders participating in addressing of environmental problems in Kyrgyz Republic and Central Asian region. «BIOM's» mission: achievement of positive changes in the quality of environment and people's lives by engaging diverse populations in dissemination of sustainable development principles and preservation of natural ecosystems.

«BIOM's» website:: <http://www.biom.kg/>

Application and selection procedure

- All qualified applicants are welcomed to send their applications to the following email – [bakulya.islanbekova@gmail](mailto:bakulya.islanbekova@gmail.com) before **the deadline May 17, 2020, 23:59** by local time (Bishkek, KG), mentioning “Information and Communication Coordinator” in the subject line of the email.

Applications should include:

- CV in English or Russian languages, highlighting all relevant experience and qualifications
- Motivation letter describing interest in this position
- Name, position, contacts of 2 professional references that can provide insights on performance of applicant regarding communications functions (references will be contacted only after being shortlisted and with prior permission from the applicant)
- Applications should be sent in English or Russian
- In case of questions applicants can contact Islanbekova Baktygul – via email: [bakulya.islanbekova@gmail](mailto:bakulya.islanbekova@gmail.com) or via phone: (+996-709) 717-426
- Only shortlisted candidates will be invited for short testing and interview.

Important note

- Position will be filled as soon as suitable candidate is identified, hence applicants are encouraged to apply early.
- Due to anticipated interest in the post, Ecological Movement BIOM unfortunately will not be able reply to unsuccessful applicants. Only shortlisted candidates will be contacted.