

TERMS OF REFERENCE FOR COMMUNICATIONS OFFICER CONSULTANT (MATERNITY LEAVE COVER)

Duration of the consultancy: 3 months in total, structured as follows:

- Induction: 3 days, on 12, 14 and 16 October 2026, to allow handover time with the outgoing Communications Officer, particularly on platform logins, social media and the newsletter
- Consultancy period: 19 October to 11 December 2026
- Office closed for the consultant: 12 December 2026 to 31 December 2026
- Resumes for the full month of January 2027, to support story and data collection for the 2026 Annual Report

Reporting to: Country Co-coordinators, PBI Kenya

Location: Nairobi, Kenya (with flexibility for remote work as agreed)

About Peace Brigades International – Kenya

Peace Brigades International Kenya has the mandate and commitment to maintain and increase the civic space for HRDs by helping them to overcome challenges and by providing them a range of tools and support to mitigate risks that come because of their efforts in defence of human rights.

Read more: <https://pbi-kenya.org/en>

Background

PBI Kenya's Communications Officer is engaged on a short-term consultancy basis to implement the organisation's Communications Strategy, covering external communications, content production, story documentation, and internal coordination in support of PBI Kenya's programmatic and advocacy work.

The current Communications Officer will be on maternity leave for a period of three months. This consultancy is intended to ensure continuity of PBI Kenya's core communications functions during this period, with a focus on a set of priority, time-bound deliverables alongside the ongoing responsibilities of the role.

Objective of the Consultancy

To maintain continuity of PBI Kenya's communications work during the Communications Officer's maternity leave, with particular attention to website accuracy, quarterly newsletter production, preparation of material for the 2026 Annual Report, content production and organisation of PBI Kenya's photo and audio-visual archive.

Scope of the Consultancy

The consultant will:

Website corrections and maintenance

- Review the pbi-kenya.org website in full and correct existing errors, with particular attention to photo layout, image sizing and placement, and grammar or typographical errors across pages.
- Ensure consistency of formatting and branding across all website pages.

Q4 Newsletter

- Produce PBI Kenya's quarterly newsletter covering the final quarter of the year (October–December), following the existing editorial format and house style.

Story and data collection for the 2026 Annual

Report

- Collect relevant stories, case studies, and organisational figures and statistics needed for the 2026 Annual Report, in coordination with the programmatic team.
- Organise and compile this material in a format ready for drafting, to support the annual report writing process.
- Note: this task is anticipated to fall in January. The consultant's engagement dates should be confirmed to ensure adequate overlap with this deliverable, or alternative handover arrangements agreed with the programmatic team.

Photo and audio-visual cataloguing

- Catalogue PBI Kenya's existing photo and audio-visual content, organising files by theme, date, and project for ease of future retrieval.
- Ensure materials are labelled and safely stored in line with PBI Kenya's media storage practices.

Content production

- Produce content for social media, the website, and presentation materials as needed during the consultancy period, in line with PBI Kenya's Communications Strategy and house style.

Ongoing responsibilities (continued from the standing Communications Officer role)

- Maintain and update the editorial calendar in line with the PBI Kenya Communications Strategy.
- Create and disseminate advocacy materials such as messaging and information sheets, as required.
- Oversee PBI Kenya's social media channels, including X, Facebook, Instagram, and YouTube.
- Produce monthly internal updates.
- Document and share stories about PBI Kenya's project activities and the human rights defenders (HRDs) accompanied by PBI Kenya.
- Track and evaluate the reach and audience engagement of external communications.
- Support PBI Kenya's engagement with media organisations, as needed.
- Support the communication activities of civil society networks that PBI Kenya participates in.
- Collaborate with the programmatic team to integrate communications activities into their work.
- Coordinate the safe storage of PBI Kenya's photos and audio-visual materials.
- Participate in general office duties, including reporting and preparing for project meetings.

Safeguarding and Ethical Standards

All documentation involving human rights defenders (HRDs) and communities must follow PBI Kenya's principles of informed consent, confidentiality, safeguarding, and "Do No Harm".

Consultant Profile

The consultant is expected to hold:

- At least a degree in Communications, Journalism, Public Relations, or a related field.
- At least 3 years of relevant experience working with a development organisation, human rights organisation, or in a similar field.
- Demonstrated experience managing social media platforms, website content management systems, and newsletter production.
- Strong writing, editing, and storytelling skills, with sensitivity to human rights and protection contexts.

Application Requirements

Interested consultants should submit the following:

- A current CV.
- Contact details for at least two professional references.

Application Deadline: Applications should be submitted by **9th September 2026**.

How to Apply: Send applications to kenya.communications@peacebrigades.org with a copy (cc) to kenya.advocacy@peacebrigades.org and kenya.whrdtoolkit@peacebrigades.org.

Handover

A structured handover with the outgoing Communications Officer will take place before her leave begins, covering platform access, the editorial calendar, key contacts, and open tasks.