



ASEAN PARLIAMENTARIANS FOR HUMAN RIGHTS

APHR Consultancy Notice

A. Project Title

Support the development of APHR's communications work and visual identity and outputs to promote human rights and democracy in Southeast Asia.

B. Background

ASEAN Parliamentarians for Human Rights (APHR) is a regional network of current and former parliamentarians who use their unique positions to advance human rights and democracy in Southeast Asia. We seek to help create a region where people can express themselves without fear, live free from all forms of discrimination and violence, and where development takes place with human rights at the forefront.

Our members use their mandate to advocate for human rights inside and outside of parliaments, regionally and globally. They work closely with civil society, conduct fact-finding missions, and publish recommendations and opinions on the most important issues affecting the region.

APHR was born out of the recognition that human rights issues in Southeast Asia are interconnected, and from the desire of progressive legislators to work together across borders to promote and protect human rights.

The APHR Secretariat is looking for a talented and creative Communications Consultant to help support APHR's communications objective of ensuring visibility and impact of its work and advocacy in the region and beyond.

C. Scope of Work

APHR is recruiting a communications consultant to help maximize the impact of, and profile of APHR's work and advocacy initiatives. The consultant will be responsible for the delivery often following outputs:

1. Lay-out and proofreading of the International Parliamentary Inquiry (IPI) final report (ready for publication);
2. Development of IPI video materials;
3. Development of three (3) Freedom of Religion or Belief (FoRB) podcasts (in collaboration with FoRB ACO);
4. Development of a powerpoint presentation on APHR's history, overview and programs;
5. Development of the initial draft of the APHR 2022 Annual Report; and
6. Lay-out and proofreading of the MPs@Risk final report (ready for publication)
7. Proofreading of Legislative toolkit for Thailand.

D. Expected Deliverables

Expected Deliverables	Timeline
Lay-out and proofreading of the International Parliamentary Inquiry (IPI) final report (ready for publication)	October 17-21, 2022
Development of IPI video materials	October 2022
Development of three (3) Freedom of Religion or Belief (FoRB) podcasts (in collaboration with FoRB ACO)	October-November 2022
Development and recommend improvements on APHR's visual branding and produce promotional materials such as brochures and flyers including powerpoint presentation on APHR's history, overview and programs	November 2022
Development of the initial draft of the APHR 2022 Annual Report	November-December 2022
Proofreading of Legislative Advocacy Toolkit for Thailand	December 2022
Lay-out and proofreading of the MPs@Risk final report (ready for publication)	December 2022

E. Institutional Arrangement

The Communications Consultant will report to APHR's Executive Director and Media and Advocacy Director.

F. Duration of Work

October to December 2022 (3 months)

G. Duty Station

Remote

H. Qualifications of the Successful Contractor

- University degree, preferably in the field of communications, content design, or a related field;
- At least three/four years of relevant experience in communications or in a similar role;
- Experience in developing content for use across multiple digital channels languages, with a solid understanding of audience needs;
- Experience in editing and proofreading various publications and reports;
- Knowledge of graphic design software and experience in developing content – including infographics and visual content;
- Knowledge of videography and video editing, and experience in producing broadcast-quality videos for online platforms; and
- Good understanding of political, democratic, and human rights issues in Southeast Asia;
- Strong communications and interpersonal skills; and
- Fluency in written and spoken English.

I. Recommended Presentation of Offer

Applicants may submit the following requirements to procurement@aseanmp.org with subject heading “Communications Consultant” by **Wednesday 12 October 2022**:

- Cover letter (1 page max) including why considers oneself as the most suitable for the assignment
- Please also indicate your proposed consultancy fees.
- Personal CV indicating all relevant past experience.
- Sample of previous communications outputs.

Please note that only shortlisted candidates will be contacted. APHR is committed to diversity and inclusion within its workforce, and encourages qualified candidates of all genders from all national, religious, and ethnic backgrounds, including persons living with disabilities, to apply.
