



## APHR Consultancy Notice

### **Layout Artist for the Malaysia Legislative Advocacy Toolkit**

#### **A. Project Title**

Advancing human rights through the Malaysian Legislative Process: A Toolkit for Parliamentarians and Civil Society Organizations

#### **B. Background**

The region's leaders are increasingly resorting to adopting laws that restrict fundamental freedoms. In this context, parliamentarians, through their legislative mandate, become an important shield against further erosion of human rights. MPs can repeal, or amend restrictive draft laws as they reach parliament.

To be able to engage MPs effectively, APHR and civil society organizations in Southeast Asia must be able to understand and know the parliamentary legislative process. However, the legislative system can seem complex to those unfamiliar with it and is perceived as overwhelming or intimidating to many who try to navigate it blindly.

To respond to this gap, APHR carried out research in a total of five countries in Southeast Asia to better understand and unpack the legislative processes in each country. The research covered what is the legislative process, including the different stages a bill can go through, how to write an amendment, who can initiate a bill, what is the usual practice in the country, as well as effective entry points for law reform advocacy.

The researches were completed in 2023 and they were based on desk research, including a review of Constitutions, parliamentary rules and procedures, Speaker rulings, reports, and other relevant sources. Interviews with MPs and MPs staff were also done to ensure the research reflected the actual practices or conventions on the ground.

The research developed into a pedagogical and accessible report to explain the different steps in the legislative procedures and where MPs can intervene to either amend or repeal a law. The report will be presented as a practical and accessible tool for APHR and civil society partners.



## C. Scope of Work

- To undertake the design and layout of the “Toolkit for Parliamentarians and Civil Society: Advancing human rights through the Malaysian Legislative Process: A Toolkit” based on existing templates and directions;
- Design art works for the report; and
- Provide APHR with the version of the Toolkit for printed and online distribution.

## D. Expected Outputs and Deliverables

Expected Deliverables	Timeline
Inception Meeting and Briefing	23 November 2023
Final Toolkit ready for publication in print and online format	28 November 2023

## E. Institutional Arrangement

The consultant will liaise directly with the Programs Director who will provide the consultant with the final word format of the toolkit, the photos to use in the toolkit, and other relevant materials.

## F. Duration of Work

Five Days

## G. Duty Station

Remote.

## H. Qualification of the Successful Contractor

- Previous proven experience of conducting the layout of toolkits for a broader audience.
- Previous experience of designing art work for report and publication.
- Experience in working with non-governmental organisations on human rights related subjects.

## I. Recommended Presentation of Offer

Applicants may submit their personal CV indicating all relevant past experience to [procurement@aseanmp.org](mailto:procurement@aseanmp.org) with subject heading “**Layout Artist for the Malaysia Legislative Advocacy Toolkit**” as soon as possible.



# ASEAN PARLIAMENTARIANS FOR HUMAN RIGHTS

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*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 nationalities, religious, and ethnic backgrounds, including persons living with disabilities, to apply.*

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