

APHR Consultancy Notice

APHR Media Consultant

A. Project Title

APHR Media Consultancy

B. Background

ASEAN Parliamentarians for Human Rights (APHR) is a network of progressive current and former lawmakers in Southeast Asia who use their unique position to promote human rights and democracy in the region.

The APHR Secretariat is looking for a Media Specialist/Consultant for three (3) months to be based in the Southeast Asian capital. The Media Consultant will support and report directly to the Executive Director.

Working with the Media and Communications team, the Media Consultant supports developing and delivering APHR's media strategy and outputs, including drafting statements, messaging, press releases, and opinion pieces.

C. Scope of Work

APHR is recruiting a Media Consultant to help maximize the impact of and profile of APHR's work in the region and beyond. The Consultant will be responsible for :

Media Strategy and Management:

- Develop Media Strategy for APHR
- Support the Media and Communications Team in developing messaging around key regional human rights issues;
- Generate media coverage in international, regional, and national media for APHR to build its profile in the region;
- Draft, edit, and proofread press releases, op-eds, and other advocacy materials targeted at regional and international media;
- Help respond to inquiries and connect press with APHR members, arranging briefings and interview logistics;
- Actively monitor human rights-related developments in Southeast Asia and suggest timely and creative media responses;
- Track media coverage, producing coverage impact reports and contributing to monitoring and evaluation of APHR's advocacy efforts.
- Develop and strengthen a network of regional and international media contacts and strengthen distribution lists;
- Organize press events and press conferences when necessary.



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Other tasks:

- Offer support and coordinate closely with the Social Media and Communications Officer in APHR's digital presence through its website and social media platforms, and in managing the day-to-day content on APHR's social media channels.
- Develop and produce content for APHR's podcast channel in collaboration with the Program Coordinators and the Social Media and Communications Officer;
- Manage the editorial production of internal APHR documents, including donor reports; and;
- Perform other tasks and deliverables as agreed with the Executive Director.

D. Expected Output and Deliverables

Expected Deliverables	Timeline
Inception Meeting	5 September 2024
Commencement of the works	5 September 2024
Submission reports of deliverables' completed and on-going, and Approval process	5 September - 30 November 2024

E. Institutional Arrangement

The Media Consultant will report to the Executive Director.

F. Duration of Work

The Media Consultant is expected to commence work on 5 September 2024 and conclude on 30 November 2024.

G. Duty Station

In the Southeast Asian capital (remote).

H. Qualification of the Successful Contractor

- University degree, preferably in the field of journalism, communications or a related field;
- At least five years of relevant experience in journalism and/or communications in a similar role;
- Solid understanding of political, democratic, and human rights issues in Southeast Asia;

GoWork - Coworking and Office Space, 9th floor, Chubb Square, Jl. M.H. Thamrin No.10, RT.14/RW.20, Kb. Melati, Jakarta, Kota Jakarta Pusat, Daerah Khusus Ibukota Jakarta 10230, Indonesia

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- Strong knowledge of international, regional and national media across traditional and digital platforms, with an established network of media contacts;
- Excellent writing skills with a track record of producing different types of high-quality media outputs, including press releases and op-eds under strict deadlines;
- Experience with managing social media platforms and channels;
- Experience in developing and implementing successful media and social media strategies and campaigns;
- Strong communication and interpersonal skills;
- A willingness to travel regularly throughout the Southeast Asia region;
- Fluency in written and spoken English;
- (Desirable) Knowledge of graphic design software and experience in developing content – including infographics and visual content – for digital channels;
- (Desirable) Knowledge of videography and video editing, and experience in producing broadcast-quality videos for online platforms;
- (Desirable) Experience in producing podcast content; and
- (Desirable) Fluency in a regional Southeast Asian language.

I. Recommended Presentation of Offer

Applicants may submit the following requirements to procurement@aseanmp.org with the subject heading “**APHR Media Consultant**” by **Monday 2 September 2024**:

- Cover letter (1 page max) including why one considers oneself as the most suitable for the assignment.
- Personal CV indicating all relevant experience.
- Writing sample of previous media outputs.
- A financial proposal mentioning a precise amount of the proposed fees for the consultancy services.

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.
