Call for Proposals
Communication Consultant for
Asia-Europe Foundation (ASEF) Public Health Network

Background Information
As part of the ASEM Initiative for the Rapid Containment of Pandemic Influenza, ASEF Public Health Network (ASEF PHN) has been promoting a bi-regional exchange of public health priorities with a strong focus on emerging infectious diseases (EIDs), including pandemic. It provides a platform to encourage public health dialogue among ASEM Partners to facilitate multi-sector knowledge sharing between the health and non-health sectors, including governments, international and non-profit organisations, businesses, academia, and the media.

Call for Proposals
ASEF PHN is seeking an individual/group to undertake the role of “Communication Consultant”.

Project name: ASEF Public Health Network
Role: Communication Consultant
Location: Home-based (preferably in ASEM Partner’s countries)
Time Frame: May - Dec 2024

The expectations for this role are:
- Support the visibility of ASEF PHN’s activities. This includes, but not limited to:
  - Designing the event’s visual identity and branding materials
  - Preparing participants’ booklet
  - Layout/designing of any other documents as required
- Review ASEF PHN’s online performance and submit communication strategy/planning, which includes social media, dissemination of the outcome document/video and newsletter
- Execute strategy/planning mentioned above in order to provide visible expansion on the outreach of ASEF PHN, etc. This includes, but not limited to:
  - Manage project’s social media platforms and newsletters, including campaigns
  - Draft content for and posting social media posts and newsletters
- Preparing communication report based on ASEF PHN’s outreach
- Overall support with visibility-related outputs

For more information on ASEF and ASEF PHN, including our recent activities, please refer to our website.

Candidate Requirements
- Citizens of ASEM Partners’ countries (essential)
- High proficiency in English, especially written
- Experience in designing visual identity and branding materials
- Experience in managing social media account, expanding outreach via online platform etc.
- Experience in using HubSpot, Wordpress and MailChimp
- Familiarity with the current affairs of the ongoing pandemic and public health
- Graduate qualifications/postgraduate student in communication, journalism, etc. (desirable)

Applications & Contact Details
Interested individuals should submit the following:
1. Application form
2. Resume & portfolio*
3. Cover Letter demonstrating suitability
4. Brief proposal on communication strategy for ASEF PHN
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*Portfolio in showcasing past work is optional, but highly recommended and may be useful during selection process

**Note:** The Communication Consultant will be paid on **hourly basis**, with the submission of timesheet and tasks performed.

Applications should be emailed to Ms Nur A’in A RAZAK, Project Executive for ASEF Public Health Network ([nurain.arazak@asef.org](mailto:nurain.arazak@asef.org), CC: [asefphn@asef.org](mailto:asefphn@asef.org)), by **12 February 2024, 23:59 (Singapore Time, +8 GMT)**. Email subject should be “[ASEF PHN] Comm Consultant Application – Your Name, Country of Nationality” e.g. [ASEF PHN] Comm Consultant Application – Jane Doe, France

If you have any inquiries or experiencing difficulties with the application, please contact Ms Nur A’in A RAZAK.