



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	Feb - Dec 2025*

**Start date depends on finalisation of contract*

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. Brief proposal on communication strategy for ASEF PHN**

**Portfolio in showcasing past work is optional, but highly recommended and may be useful during selection process*

***The proposal should be strictly on communication strategy, i.e., not new focus areas/projects, but how ASEF PHN can reach wider audience based on existing activities. Please refer to the website to learn more about our existing activities.*

IMPORTANT: The Communication Consultant will be paid on **hourly basis**, with the submission of timesheet and tasks performed. Do note that this is **strictly on consultancy basis, not a fulltime job** – there will be a **cap** on the maximum number of hours of the consultancy

Applications should be emailed to Ms Nur A'in A RAZAK, Senior Project Executive for ASEF Public Health Network (nurain.arazak@asef.org, CC: asefphn@asef.org), by **9 February 2025, 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 Nur A'in.