TERMS OF REFERENCE

and

CALL FOR APPLICATIONS

for engaging a Communication Consultant to provide support for the implementation of the virtual ASEAN Training on Climate Change and Circular Economy

Post Title: Communication Consultant

Project Title: virtual ASEAN Training on Climate Change and Circular Economy

Organisation(s): Hanns Seidel Foundation Vietnam Office in partnership with ENVforum

Duty Station: Home based

Duration: 40 working days during March-May 2021

Renumeration based on experience: max. 200 EUR/full working day.

Type of Contract: Consultancy Contract

Background

The Hanns Seidel Foundation (HSF), in partnership with the Asia-Europe Environment Forum (ENVforum), is searching for a candidate to fill the position of a Consultant to act as a Project Assistant to support the organization of the virtual Asia-Europe Environment Forum's Annual Conference 2020 on Linking the Dots: Creating an Enabling Environment for SDG 12 in ASEM.

Established in 2003, the Asia-Europe Environment Forum (ENVforum) is a partnership of the Asia-Europe Foundation (ASEF), Hanns Seidel Foundation (HSF), ASEM SMEs Eco-Innovation Centre (ASEIC), the Institute for Global Environmental Strategies (IGES) and the Government of Sweden through the Strategic Collaborative Fund administered by Stockholm Environment Institute (SEI).

The ENVforum aims to foster inter-regional cooperation between Asia and Europe on sustainable development and its environmental dimensions and contribute to the formulation of sound decisions across all sectors that are mindful of their environmental, social and economic impacts and of the future generations.

The Consultant/Project Assistant will be contracted by the Hanns Seidel Foundation and will work under the supervision of the Asia-Europe Foundation (ASEF) as the main implementer of the ENVforum Annual Conference 2020.

Deliverables

Communication

- Manage project's social media platforms and newsletters, including campaigns
- Draft content for and posting social media posts and newsletters
- Collaborate with other teams, including partners, for deliverables including social media campaigns, infographics, etc.
- Draft and implement a strategic marketing plan to increase visibility of the project

Administration

- Support implementation of the hybrid national workshops, including (but not limited to):
    - Assist in managing virtual platform (specifically Whova)
    - Support participants/speakers
    - Consolidate and upload documents/videos

Preferred Experience

- Experience as communications specialist
- Experience in copywriting and editing
- Experience in using Hootsuite, Wordpress and MailChimp is a plus
- Experience in running online events is a plus
- Knowledge of sustainable development and climate change
- Proficient command of English

Application format

Documents to be submitted are:

- Cover Letter indicating the motivation and suitability for this position (max. 2 pages);
- Financial proposal including a suggested daily rate (max. 1 page),
- Comprehensive CV including references.
- Language: English.
- Format: PDF

How to apply

Interested individuals are requested to send the application documents to Ms. Grazyna Pulawska (grazyna.pulawska@asef.org) and Ms. Trang Nguyen (trang@hss.de) and clearly indicate the subject of the application: **"Communication Consultant, ASEAN".** Please also direct potential questions to this email address.

Deadline for submission is 12th February 2021 at 5pm Hanoi time.