

<b>Job description:</b>	<b>IDPC Communications Consultant</b>
-------------------------	---------------------------------------

<b>Reports to:</b>	IDPC Regional Director: Asia
--------------------	------------------------------

<b>Purpose:</b>	To guide and implement the IDPC communications strategy for Asia
-----------------	--

<b>Location:</b>	Home-based, preferably in Asia
------------------	--------------------------------

<b>Type of contract:</b>	2 - 3 months contract on a part-time consultancy basis, from October – December 2020.
--------------------------	---

**Responsibilities:**

***Strategic Planning and Implementation***

1. To advise and lead implementation of advocacy strategies, outlining clear objectives, priority areas, activities, and identifying relevant partners, deliverables and indicators. The consultant will work closely with the IDPC team to design communications activities and products that are related to or are integrated with existing work plan activities, which have now transitioned to become primarily online activities.
2. To monitor policy developments and news related to drug policy, decriminalization, decarceration and human rights, to inform the development of relevant communications strategies and products.
3. To develop creative and effective themes, activities, key messages, (online) social mobilization methods, and conduct tracking and monitoring of IDPC communications performance.

***Product Development***

1. To develop communications products, including videos, video animations, infographics, and social media graphics, for use in promoting and facilitating workplan activities and advocacy messages.
2. To coordinate with service providers for development of communications products, as needed.
3. To raise visibility and awareness of IDPC advocacy priorities in various media platforms, including traditional and social media.

***Media Relations***

1. To establish and maintain relationships with traditional and online media sources, and update database of media contacts.

2. To coordinate outreach to mainstream media across print, online, social media, and broadcast platforms in local and regional/global channels.

### ***Networking***

1. To coordinate with stakeholders, including existing and potential partners from civil society organizations, media, government agencies, to inform the development of communications strategies and products including as part of joint collaborations.

### ***Other tasks***

1. To undertake other relevant tasks that may from time to time be reasonably required.

\*\*\*To apply for this consultancy, please submit an expression of interest by sending a cover letter, CV and two samples of your relevant work by **Wednesday 14 October 2020** to: Ms. Tae Wattanawanitchakorn, Programme Officer, e-mail: [pattamon@idpc.net](mailto:pattamon@idpc.net) \*\*\*