

Terms of Reference (TOR)

Project: Meaningful exploration of activities through ICT methodology

Purpose: To produce quality mass media for RPF ongoing projects.

Project Start Date: 1st September 2020

Duration of Consultancy: 3-month consultancy

Budget: Rs 35,000 including tax

Reporting to: RPF Program coordinator

Radha Paudel Foundation (RPF) is a non-governmental, non-political, non-profit organization that is established by Ms. Radha Paudel and her team in 2016 which works with the fundamental belief of “All people are special regardless of castes, class or gender. Discrimination against anyone is discrimination against everyone”. The objectives of RPF is to encourage the protection of human rights and empowerment of children, women, and people in demoted areas and to eradicate misconception of people regarding menstruation taboos around the country and the globe. It enriches young people through capacity building, training, and research.

Radha Paudel Foundation (RPF) invites application for a three-month project from the competent, committed, self-motivated, and enthusiastic Nepalese candidates for the position of “Media and Communication consultant” with the following requirements.

Requirements

- Experience in a related field with Fluent in spoken and written English and Nepali.
- Excellent graphic/web (Photoshop, Illustrator, and InDesign) and video editing skills.
- Great Interpersonal, presentation, and communication skills.
- Proficient in Microsoft Office, content management systems, and social media platforms (Facebook, Twitter, Instagram, YouTube, and so on.)
- knowledge on monthly newsletter
- Strong track record of producing content for and managing social media channels and website.

Duties and Responsibilities:

- Deliver and evaluate the content across a range of communications channels including web-based media platforms, website content management systems, and social media channels.
- Communication with partners and manage online meeting in Nepal and abroad.
- Support to maximize external positive profile building opportunities and raise awareness of the Radha Paudel Foundation and its works with key stakeholders.
- Write and disseminate communication materials, respond to inquiries from the public and donors.
- Edit videos and photos collected from the project areas or any events of the organization and create attractive and creative content for the website and social Medias pages of the organization.
- The consultant shall develop different visual media by using different methodologies.

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- The consultant shall discuss and documentation of personal testimonies.
- The expected output is an e-book, photo stories, Production of the visual document on YouTube, and radio production.
- The consultant shall be building the capacity of peer educators, facilitation of participatory photography workshop, generated social media content related to the RPF project.
- The consultant shall producer a minimum of 10 minute's visual product/week on the different areas of the RPF project.

How to Apply:

Qualified and experienced candidates meeting the above requirements can encourage to apply a consultant post with their updated CV and Cover Letter to the email address: rpaudelfoundation@gmail.com by 29th August 2020.

Note:

Only shortlisted candidates will be invited for an interview.

Telephone inquiries will not be entertained.

Female candidates are encouraged to apply.