

Terms of Reference

Information designer for FORUM-ASIA's visualisation of COVID-19 documentation

1. Background

The Asian Forum for Human Rights and Development (FORUM-ASIA) was founded in 1991 with the mission to strengthen movements for human rights and sustainable development through advocacy, capacity development, solidarity actions with human rights defenders and civil society organisations. It is a membership-based non-governmental

organisation with 81 members in 21 countries and in Special Consultative Status with the United Nations Economic and Social Council (ECOSOC). In addition, FORUM-ASIA received AICHR consultative status in 2017.

FORUM-ASIA envisions societies in Asia and beyond which are democratic, just, equitable and sustainable, where all human rights of all individuals, groups, and peoples are fully realised, in accordance with international human rights standards and norms.

Following the onset of the COVID-19 pandemic, FORUM-ASIA has been monitoring the human rights implications of the government responses to the pandemic since March 2020. Our collected data showcases trends on how some COVID-19 measures used by governments across the region has accelerated the rise of authoritarianism in further repressing fundamental human rights and civic space.

To showcase the findings from FORUM-ASIA's monitoring and documentation work, we aim to develop seven to ten infographics, charts and/or graphs to be disseminated on social media (Facebook, Twitter and Instagram). The data FORUM-ASIA has collected features six Southeast Asian countries, namely: Cambodia, Thailand, Myanmar, Indonesia, the Philippines and Malaysia, and an overall regional analysis. We envision the infographics being organised in to thematic views, such as freedom of expression, freedom of association and assembly, and civil and political rights.

With the Terms of Reference (ToR), FORUM-ASIA seeks to hire a short-term **information designer** to analyse raw data, and design seven to ten infographics. The designer will need to ensure that all data and information is well presented in the outputs, taking into consideration cross-cultural competency, gender sensitivity, aesthetics and understandability.

2. Objective

The objective of this assignment is:

- To analyse the data collected from FORUM-ASIA's monitoring and documentation on human rights violations related to COVID-19 across six countries in Asia, and design seven to ten infographics based on said data for dissemination on social media (Facebook, Twitter and Instagram).
- Distil quantitative and qualitative data to communicate compelling graphic outputs to diverse audiences.

3. Duration

The information designer role will take place from **20 January – 14 March 2021**. The total remuneration is 2,000 USD. On a staggered payment basis, the full amount will be paid once the information designer has satisfactorily delivered all the required tasks.

4. Deliverables

The consultancy will have following output-related deliverable:

- Delivery of seven to ten infographics, charts and/or graphs based on thematic views featuring the visualisation of COVID-19 documentation data from six Southeast Asian countries and a regional analysis.
- Collated infographics in one PDF.

The information designer is expected to:

- Analyse raw data on COVID-19 human rights violations provided by FORUM-ASIA, and design infographics, charts and/or graphs on said data in a way that is aesthetically engaging and easy to understand.
- Provide design revisions based on feedback throughout the contract period.
- Participate in agreed check-ins with the FORUM-ASIA staff and share progress throughout the duration of contract.
- Work with and regularly communicate with the team to ensure feedback is incorporated in the final output.

5. Expertise

Essential skills:

- Graphic and visual design
- Analysis and critical thinking: Ability distil and analyse raw data
- Experience in designing infographics and / or interactive charts
- Has sound knowledge on issues related to freedom of expression, freedom of peaceful assembly and association
- Experience with editing and designing software
- Experience working with civil society organisations and non-profit organisations desirable.
- Ability to work quickly and efficiently under tight deadlines

6. To apply:

Please send your CV, cover letter, and work samples by 17 January 2021 to applications@forum-asia.org, with **Information Designer** as subject title. As this is an urgent call, FORUM-ASIA may hire someone before the deadline.