

**Vacancy: Website Consultant ([Revamping of humanrightsinasean.info](https://humanrightsinasean.info))****1. Background****About FORUM-ASIA**

The Asian Forum for Human Rights and Development (FORUM-ASIA) was founded in 1991 with the mission to promote and protect all human rights, including the right to development, through collaboration and cooperation among human rights organisations and defenders in Asia. It is a membership-based non-governmental organisation with 58 members in 19 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. The vision of FORUM-ASIA is to build peaceful, just, gender-equal, equitable and sustainable societies in Asia where all human rights of all individuals, groups, and peoples without discrimination of any grounds, are fully realised in accordance with the international human rights standards and norms.

FORUM-ASIA aiming to reach the following specific objectives: (a) Strengthen the capacity of Asian civil society organisations and human rights defenders; (b) Undertake advocacy for inclusive and participatory policymaking in relation to human rights, democratic governance and sustainable development at all levels, in particular in South Asia Association for Regional Cooperation (SAARC), Association of South-East Asian Nations (ASEAN) and United Nations (UN) human rights mechanisms; (c) Respond to human rights situations in Asia and beyond through solidarity actions and emergency assistance; and (d) Further strengthen FORUM-ASIA's institutional and operational capacity in order to better serve and effectively represent its constituencies at the national, regional and global levels.

**About ASEAN Advocacy Online Platform**

Based on the baseline research conducted by EA-ASEAN in 2017 about needs from its members, there is a necessity to enhance the knowledge and capacity regarding the ASEAN human rights mechanisms for the members in Southeast Asia. Lack of knowledge and information related to recent issues and development of human rights in ASEAN have made most of the members in region do not value the engagement with the intergovernmental body. Therefore, it is important to provide an updated and easy to access peer-sharing platform to mainstream the knowledge of ASEAN and its human rights mechanisms.

Currently, FORUM-ASIA has a website (<https://humanrightsinasean.info/>) to share about human rights situation specifically in ASEAN, which also serve as a knowledge sharing platform to understand about ASEAN Human Rights Mechanisms. This website has the potential to be a meaningful resource for civil society organizations (CSOs) given the comprehensive information concerning human rights situation in ASEAN provided in it. However, it has deficits and need some improvement due to the complexity of the interface. Another potential that the website has is to provide a consolidation of various human rights violation in ASEAN in a timely, accurate and systematic manner in order to enhance the work of ASEAN Human Rights Mechanisms by providing figure and trend as well as generating evidence-based materials to depict persisting human rights violation in the region. As the only online platform focusing on ASEAN human rights mechanisms, these values are very strategic for the online platform.

Based on the background, FORUM-ASIA is aiming at revamping the online platform for ASEAN advocacy as well as to enhance it with human rights documentation that will be helpful to generate general and thematic issues related to human rights in ASEAN. Through the improved website, it is expected that

the content regarding ASEAN and its human rights mechanisms will be more easy to be understood, distributed and updated. FORUM-ASIA also expect the website to serve as consolidated platform of systematic information regarding human rights issues in ASEAN that can be utilized by related stakeholders for advocacy purposes.

**2. Objective**

Based on the background discussed in the first section, the objective of the assignment consist of:

- To enhance knowledge sharing platform between FORUM-ASIA members and partners in the region about ASEAN by simplifying the content of the website (<https://humanrightsinasean.info/>)
- Facilitate FORUM-ASIA members and partners in the region to consolidate information related to human rights violations and later to communicate with ASEAN and its human rights mechanisms
- Strengthen ASEAN human rights mechanisms’ mandate on protection of human rights by establishing documentation system of human rights violation in various area in the region

**3. Tasks and Methodology**

The Consultant shall conducted the activities related to revamping the website <http://humanrightsinasean.info> and development of secure human rights documentation platform as outlined below:

- Providing assessment of the current online platform (branding, target audience, positioning, guideline, promotion)
- Developing proposal to improve the website based on the result of assessment
- Conducting improvement for the website <http://humanrightsinasean.info> and developing new online human rights development platform (to be embedded in the new website)
- Developing of plan for promotional aspect of the website (soft launching)

The main target of the website are the civil society organizations, governmental bodies and other stakeholder(s) who are concern in human rights issues in ASEAN. In conducting the activities, the Consultant shall use various methodologies subject to approval from FORUM-ASIA.

**4. Duration**

The process is expected to take place from July to September 2018 on part time basis. The actual duration for the work will be 30 (thirty) working days.

Activity	# of working days	Amount
Attending the briefing meeting + Initial discussion	1	
Conducting re-assessment for the website	3	
Presentation of the result of re-assessment and ways to move forward	1	
Preparation of detail proposal for revamping the website (branding, target audience, positioning, guideline, promotion)	3	
Website revamping process	20	
Presentation of the new website + Soft Launching	2	
<b>TOTAL</b>	<b>30 days</b>	

## 5. Deliverables

The consultancy will have following output-related deliverables:

- **A revised version** of website humanrightsinfo.asia as approved by FORUM-ASIA with **secured human rights documentation platform** embedded in it
- **A guideline** consist of branding, target audience, positioning and promotional plan of the new website

## 6. Expertise

The consultant will have at least experiences on website development, proven by at least 5 (five) recent portfolios. The consultant shall have competences in programming language such as HTML, PHP, CSS, Javascript. Proven experience of human rights research and advocacy and familiarity in the area of ASEAN and regional human rights mechanisms will be considered as advantages. The consultant will have proven ability of writing fluently in English.

## 8. Budget

The budget for the assignment (for 30 days) is USD 2500. Other costs incurred in relation to the work, *if required*, shall be discussed in advance and shall follow FORUM-ASIA's Financial Rules and Regulation.

Candidates wishing to be considered for this assignment are required to submit their resume to demonstrate their qualifications together with a cover letter (both in .pdf files) explaining why you are interested in the position to [applications@forum-asia.org](mailto:applications@forum-asia.org) **before 24 June 2018, midnight Bangkok Time (UTC+7), with subject: Application for Website Consultant\_ YOUR NAME**. Late applications will not be considered. Only successful candidates will be notified of the outcome of the selection.