



## INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

### NOTICE – Reference No. 2024-01-046 Expression of Interest

#### Role of a Short-Term Communications and Multimedia Consultant

**Duty Station:** Kathmandu, Nepal

**Working Hours:** 8-10 days per month (or as required)

**Mode of Work:** In-person (with possibility of remote work upon understanding)

**Duration:** 3 months (April-June, with the possibility of extension)

**Deadline:** Thursday 28<sup>th</sup> March 2024, 23:59 (CET)

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization supporting democratic reform and sustainability worldwide since 1995. Its main impact areas are electoral processes, constitution-building, political participation and representation, gender equality and inclusion, and climate change and security.

#### **Background**

Since 2004, International IDEA has supported three main areas of the democratic process in Nepal: transition to peace and a democratic system, constitution building, and electoral processes. In 2015, once the new constitution was promulgated and Nepal became a Federal Republic with three spheres of government – federal, provincial, and local – International IDEA’s work shifted towards supporting the implementation of key constitutional provisions, supporting the newly introduced federal system by strengthening local government system and processes. After the 2017 election of all three spheres of government, International IDEA has been supporting the federalization process of Nepal through the *Coherence Programme* which provides capacity-strengthening support to build more democratic and deliberative local governance. It supports selected local governments and their elected representatives to better understand and perform their roles and responsibilities through a team of young mentors.

International IDEA has also recently partnered with the European Union Delegation in Nepal (EU) to implement another project: 'Support to Nepal's Democracy and Inclusion Processes through Electoral Reform Initiatives'. This project builds on the learnings from the Coherence Programme and the 'Common Principles for Supporting Gender Equality and Social Inclusion in Federal Nepal' developed by International IDEA for the International Development Partners' Group, Nepal. This project supports in strengthening the capabilities of grassroots civil society organizations to take up electoral reform initiatives to ensure a meaningful and inclusive participation of women, Dalits, youth, and other historically marginalized and excluded groups in political processes.

Currently, International IDEA Nepal Programme is looking for a dynamic, creative, committed, and open-minded individual with strong communications, storytelling, and multimedia background to support its learning dissemination and integration process. This involves, including but not limited to, identifying innovative and compelling ways to package the learning generated by the Coherence Programme and strategizing the dissemination process to ensure a smooth and effective learning integration process. The Consultant will work closely with the Creative Team of International IDEA in this process.

### **Scope of Work**

1. Support in the development and implementation of project specific communication strategy and dissemination plans.
2. Facilitate the brainstorming, conceptualization, and design of different communication products in line with the communication and dissemination strategy, as well as the specific needs of the respective projects.
3. Identify suitable forms, methods, and means of communication and dissemination tailored to the needs and mandates of various stakeholders including donors, development partners, government agencies, and elected officials of different spheres of government.
4. Provide technical expertise and creative guidance to the Creative Team in generating innovative communication ideas.
5. Facilitate in finding synergy, as well as coherence between different projects in terms of different communication products.
6. Coordinate with vendors on the production of different communication products and provide technical review and feedback.
7. Ensure that all communication materials produced by International IDEA meet the highest standards of quality and are compliant with International IDEA communication and visibility guidelines, as well as the visibility guidelines of its project-specific donors.
8. Consult with the Programme Team, the Monitoring, Evaluation, and Learning Team, field staff stationed in different local and provincial government offices, as well as other relevant actors throughout the pre-production, production, and post-production process, as necessary.
9. Travel to different parts of the country as required, individually or together with a team.
10. Perform other activities as agreed with the 'Creative Team' and other relevant duties as assigned by the supervisor.

**Schedule of Payments**

Payments(s) will be made monthly upon production of a brief monthly progress report to complement the timesheet. The quality of the work of the Consultant will be assessed by the supervisor with inputs from the Creative Team.

**Qualifications and Experience**

- A minimum of bachelor's degree in journalism, gender studies, mass communications, literature, sociology, or related field.
- Minimum five years of experience in development communications, creative storytelling, multimedia work or any other related area.
- Fluency in written and oral Nepali is required; fluency in written and oral English is desirable.
- Basic photography and videography skills, graphic designing skills, language and content editorial skills including video-editing is an asset.
- Respect for International IDEA core values: Respect, Integrity, and Professionalism is a must.

We encourage individuals from all ethnicities, backgrounds, abilities, gender identities, and sexual orientations to apply! Only shortlisted candidates will be contacted.