

Term of Reference Consultancy Opportunity

Name of Consultancy: Communications Assistant

Period of consultancy: October 2025 – 30 June 2026

Background

Yayasan Inisiatif Perubahan Akses Menuju Sehat (IPAS) Indonesia is a non-profit organization that aims to promote Reproductive Justice. We strive to raise awareness of reproductive justice among women and girls, empowering them to manage their health and well-being.

Yayasan IPAS Indonesia working with multistakeholder in implementing four projects in Indonesia covering Nusa Tenggara Timur, Jawa Tengah, Maluku and Sulawesi Tengah.

These projects focus on strengthening the health system by increasing access to contraceptive services, and providing education related to reproductive; support the implementation of Law No. 12 of 2022 on Sexual Violence Crimes, collaborating with the government, civil society organizations, and other entities to enhance access to health services and ensure the rights of victims of violence are upheld; enhancing the resilience of health service systems, both in disaster situations and non-disaster contexts, with a particular emphasis on reproductive health services and addressing violence.

Organizational visibility is critical to IPAS Indonesia's goal and project implementation. This visibility is expected to enhance the reputation and accountability of partners and funders in the execution of programs that support the establishment of reproductive justice. This includes the dissemination of information related to reproductive health issues and the documentation of effective practices implemented by program teams. These practices aim to influence policies at local, regional, and national levels.

Yayasan IPAS Indonesia is seeking a **Communications Assistant (Consultant)** to support the Communications Unit.

The Consultant will work under the supervision of Communications Officer. The Consultant will collaborate with other Consultants under Communications unit and other team within Yayasan IPAS Indonesia.

The ideal candidate should be an excellent communicator with strong writing skills, a creative mindset, and the ability to manage multiple tasks in a fast-paced environment.

Scope of Work

The main responsibility of the Consultant: S/He will be responsible for providing assistances to Yayasan IPAS works and portfolio on communication – both on organization branding and support to program implementation. S/He is in charge of ensuring preparation and documentation of national level activities of communication unit, in line with Yayasan IPAS Indonesia's business process.

Details of the SoW:

- Assist in the creation and editing of content for newsletters, press releases, blog posts, social media, and website updates.
- Help maintain and grow the organization's presence across digital platforms (e.g., Yayasan IPAS Indonesia website, LinkedIn, Instagram, Facebook).
- Coordinate communication calendars and ensure deadlines are met.
- Monitor media coverage and compile regular documentation of photos and stories from program team
- Support the planning and execution of communication campaigns and events.
- Manage and update media contact lists and mailing databases.
- Provide administrative support to the communications as needed.

Deliverables

- The Consultant is expected to work 3 working days/week (max 14 days per month)
- Each month, the Communications Assistant (Consultant) and her/his Supervisor will develop monthly output to report at the end of the month

Qualification

- Bachelor's degree in Communications, Public Relations, Marketing, Journalism, or related field (or currently pursuing).
- Excellent written and verbal communication skills.
- Strong organizational and time-management abilities.
- Familiarity with social media platforms and content management system such as WordPress
- Basic design skills using tools like Canva or Adobe Creative Suite are a plus.
- Comfortable using Microsoft Office and/or Google Workspace.
- Creative thinker with a collaborative spirit.
- Ability to work as an effective team player.
- Fluent in Indonesian and English (speaking and writing)

Application Process

Interested applicants are invited to submit their applications to IndonesiaHR@ipas.org, the consultancy title in the subject line of the email. The application shall consist of:

- A cover letter with an indication of expected fee
- Most updated CV
- Portfolio or example of your previous work (writing, content and multimedia production portfolio)
- 2 referee that can give additional information about your previous portfolio.

Application shall be sent by 15 September 2025.

Only shortlisted candidates will be contacted.