



Terms of Reference

Short-term Consultancy

Media Consultant / Startup Creative Agency

1. Background

The Centre for Equality and Justice is the locally registered office consisting of former staff of FOKUS WOMEN, which was in operation in Sri Lanka since June 2012. Centre for Equality and Justice (CEJ) was established as a company limited by guarantee in late 2017. CEJ's mission is the achievement of gender justice so that men and women live in a society that is free, just and equal. This will be achieved by promoting gender equality, by advancing the rule of law, good governance and democratic principles, promoting women's advancement and economic empowerment, advocating for the commitment to international human rights standards and by fostering partnerships with grassroots level women's networks. CEJ is primarily a women's organization working on the rights of women in the private and public sphere. CEJ engages with policy makers, government officers and strengthens grassroots level women's capacities to claim their rights.

2. Responsibilities

- i) Liaise and coordinate with media organizations such as agencies, media outlets and content producers to ensure smooth delivery of CEJ's deliverables.
- ii) Collect quotations from various media outlets and explore potential avenues of collaboration for CEJ.
- iii) Proofread, and copy check material sent by various parties to CEJ.
- iv) Communicate CEJ's feedback and requirements to various relevant media partners.
- v) Travel to meetings and events in and out of Colombo if required
- vi) Ensure all material CEJ commissions passes CEJ's review process.
- vii) Ensure CEJ's branding guidelines are followed.

3. Requirements

- i) A team player who has a minimum of 3 years of experience in media and communications related roles.
- ii) Possess a relevant degree or other equivalent qualification.
- iii) Be able to work a minimum of three days a week for 08 hours each day. To be decided in consultation with CEJ.

- iv) Can work remotely and come-in to CEJ's office as and when required.
- v) Be bilingual- functional knowledge of a third language (Sinhala or Tamil is an advantage.)
- vi) Have some knowledge and/or experience working with communicating women's/gender related issues.

4. Duration

The above posting is for a duration of 3 months from 25 March 2021 to 25 May 2021 with the possibility of extension.

5. Payment

Payment will depend on the level of skill and experience of the successful applicant. This pre-fixed amount agreed upon by CEJ and the Media Consultant will be paid monthly.