

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Regional Office for Eastern Europe and Central Asia
Purpose of consultancy:	The purpose of this retainer contract is to provide the layout and graphic design of long-form reports produced by the EECA Regional Office.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant is expected to develop layout and design for long-form reports and publications for UNFPA EECARO in such a way that external audiences can easily understand the information. The consultant will make the documents easy to navigate and understand through various creative methods including the use of graphics, illustrations, tables and graphs, and photos. The consultant should apply basic principles of accessibility to documents produced.</p> <p>All reports will be produced in both digital and print versions, and final, packaged working design files (InDesign, etc.) are expected to be provided to the EECA Regional Office upon completion of the report.</p> <p>The designer will be expected to work closely with, and communicate regularly with, the EECA communications team as well as other thematic teams, editors, and stakeholders.</p>
Duration and working schedule:	The retainer contract will start from February, 2023 and remain into force until 15 December, 2023. The consultant will be engaged on an 'as needed' basis for a total number of work days not to exceed 104 during the duration of the contract, where 1 work day would be approximated to 8 hours of work.
Place where services are to be delivered:	Home based
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Final files will be delivered via email and/or google drive/WeTransfer, where necessary. Final files will be produced in both print and digital versions, and packaged design files are expected to be provided for both versions.</p> <p>Layouts are expected to be completed in a timely manner, with most timelines under 5-8 business days for first delivery. Exact timeline will depend on complexity and length of report.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The work of the Contractor at all stages will be monitored by the UNFPA EECARO Communications/Multimedia Specialist
Supervisory arrangements:	This consultancy is administered from the UNFPA Regional Office for Eastern Europe and Central Asia. The consultancy will be done in close consultation, supervision of and reporting to the EECARO Communications/Multimedia Specialist
Expected travel:	No travel is expected
Required expertise, qualifications and competencies, including language requirements:	<p><u>Education</u></p> <p>Masters Degree in communication studies, graphic design, social sciences or a related arts and humanities field (Bachelors with 2 additional years of relevant experience can be considered as a substitute to masters)</p> <p><u>Experience/Skills:</u></p> <ul style="list-style-type: none"> ● At least 2 years of experience in graphic design ● Demonstrated experience in the layout and management of long-form reports and publications ● Full proficiency in Adobe Creative Suite, including as a minimum InDesign, Illustrator and Photoshop (or similar photo editing program) ● Excellent interpersonal skills and flexible attitude ● Knowledge of accessibility best-practices for digital and print documents is considered an asset

	<ul style="list-style-type: none"> • Experience in communication on matters related to human rights, gender equality, and population dynamics is considered an asset <p><u>Language Skills:</u> Fluency in English is essential. Working knowledge of Russian is highly desirable.</p> <p><u>Other:</u> A digital portfolio of work samples, containing a minimum of 3 long-form reports designed and laid out by the applicant, will be required for consideration of this post.</p> <p>Diverse candidates, including people with disabilities and women, are encouraged to apply.</p>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>Brand guidelines, art direction, and photography will be provided by the EECA Regional Office.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Consultant might be engaged by multiple business units under this contract for a maximum of 104 work days (cumulatively).</p> <p>Payment will be made in instalments using the daily fee rate and will be based on the actual number of work days completed for each specific assignment.</p> <p>Each payment is subject to timely submission and acceptance by UNFPA EECARO of the respective deliverables in the required quality.</p> <p>The COAs to be charged will be provided by the business units/COs utilizing the services for each individual assignment under this contract.</p>