**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

**Graphic designer**

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| **TERMS OF REFERENCE** |
| Hiring Office: | UNFPA Libya Country Office |
| Purpose of consultancy: | UNFPA Libya is actively involved in the humanitarian response in Libya as well as some development programs, supporting the provision of women and girls’ health and protection services, including reproductive health and psychosocial support as well as Gender-based violence prevention and response. To support the visibility and communication around UNFPA program in Libya, UNFPA Libya CO will be hiring a graphic designer.Under the overall guidance of the CO Representative and direct supervision of the Communication analyst, the graphic designer provides technical inputs to design and produce communication products and put information products in user friendly formats with respect to UNFPA graphic chart, confidentiality and ethical communication in all aspects of assignment; maintenance of protocol procedures, information flow and follow up on deadlines and commitments made. |
| Scope of work:*(Description of services, activities, or outputs)* | The graphic designer performs technical design and produces infographics for UNFPA humanitarian and development activities in Libya based on inputs from program staff and in close collaboration with UNFPA team.* Ensure that all publications, reports and products are produced in line with UNFPA’s and donors’ requirements / policies;
* Implement the graphic guidelines in all UNFPA’s communication products;
* Suggest creative and innovative ideas for printed, electronic, web-based design and layouts of reports and other products according to project’s target audience;
* Improve and edit art work, photos, charts and other graphic elements;
* Produce layout and design information and communication materials based on assignment brief (t-shirts, banners, posters, booklets, leaflets, books, bulletins, flyers, cards)
* Transform text-based communications materials into visual graphic design materials such as infographic, brochures, backdrop etc.
* Support development of information products;
* Support the development and maintenance of comprehensive operational information products;
* Maintain a client-oriented approach;
* Facilitate knowledge building and knowledge sharing;
* Maintain photo gallery and the products produced
* Provide social media backup support to Communications Analyst
* English to Arabic translation support, if possible
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| Duration and working schedule: | 05 months (15 Sept 2022 until 31 December 2022) with possibility of extension on the basis of 05 days per week except official holidays. |
| Place where services are to be delivered: | UNFPA Libya Country office |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | - At least 30 visuals/ images/cards per month;- 10 of social media canvas (or any other) videos per month;- 20 of communication and visibility products to be delivered;- 01 Annual newsletter and report designed (end of the year);- 10 document design (SRH, GBV, data or Youth program reports) need to be prepared with their layout (in 5 months)10 videos edited and produced (From images and footages) (in 5 months)10 Infographics produced per monthAny other work as assigned |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | * The consultant will deliver regular visibility products in response to the communication analyst requests and according to donor’s requirements and UNFPA visibility guidelines.
* All materials such as texts, images, sample documents or others, will be provided to the graphic designer by the communication analyst by e-mail with enough time to allow to meet the deliverables’ deadlines.
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| Supervisory arrangements: | The selected consultant will work closely with the Communication analyst and under the overall supervision of Libya CO Representative a.i. |
| Expected travel: | None |
| Required expertise, qualifications and competencies, including language requirements: | **Education:** Bachelor’s Degree in graphic design, art, media, or other related field;**Experience:** 4 years of experience in Communication/ graphic design functions**Language:** Fluency in written and spoken English and Arabic**Computer Skills:** Proficiency in current graphic design, video editing and data visualization software applications and web-based management systems. **Competencies:**- **Core Competencies:**Exemplifies UN values; achieving results; being accountable; developing & applying professional expertise; thinking analytically & strategically; working in teams/managing ourselves and relationships; communicating for impact**- Functional competencies:**Planning, organizing and multi-tasking; creative; well-acquainted with new graphic design softwares and technologies; |

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| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | * UNFPA will provide the consultant with a desk and office stationery;
* The consultant is required to have his/ her own computer with the required technology to perform his/ her tasks.
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| Other relevant information or special conditions, if any: |  |
| Signature of UNFPA Representative/ Officer in Charge: Date: 04 August 2022 |