

TERMS OF REFERENCES

Job title:	Designer for communication materials
Duty station:	Chisinau, Moldova
Reference to the project:	The Office of the United Nations High Commissioner for Human Rights (OHCHR)
Contract type:	Individual Contract
Contract duration:	1 March-1 December 2017
Starting date:	1 March 2017

1. BACKGROUND

The Office of the United Nations High Commissioner for Human Rights (OHCHR) represents the world's commitment to universal ideals of human dignity. It has a unique mandate from the international community to promote and protect all human rights. The OHCHR field presence in Moldova, led by the National Human Rights Coordinator, assists the UN RC Office, UN Country Team in Moldova (UNCT), Government and civil society in strengthening human rights and human rights based approaches, working closely with the UN Country Team on capacity building and mainstreaming human rights in their work, as well as providing support in engagement with national actors on human rights, including advising national authorities upon request. In order to illustrate its work in Moldova and advance the impact of its interventions through awareness raising measures, OHCHR is eliciting the assistance of a highly skilled professional designer to produce targeted communication materials throughout the year.

2. SCOPE OF WORK AND RESPONSIBILITIES

To design and layout publications, annual reports, leaflets, fact-sheets, advocacy sheets, banners, infographics for social media use and visibility materials in compliance with Office Branding Book. The copyrights of the products will belong to OHCHR. The designer will not be authorized to use or reproduce them anywhere else.

After receiving from OHCHR the final text for the publication, the designer will suggest solutions and ideas for the design/layout and:

- Submit the preliminary layouts for discussion with OHCHR;
- Revise the selected layout as discussed with OHCHR;
- Design and layout the materials;
- Submit the materials for proofreading;
- Ensure all corrections have been inserted;

- Prepare the electronic files for the printing house;
- Create PDF from final electronic file for Web promotion;
- If additional languages are required, follow same as above.

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

Deliverables	Estimated number of pages/products	Tentative timeframe
1. Outreach materials (info-sheets, advocacy sheets)	30 pages	March-December
2. OHCHR 2016 annual report	50 pages	March
3. OHCHR impact book (based on human stories)	20 pages	October – November
4. Infographics	5	March-September
5. Online banners for social media promotion	70	March-December
6. OHCHR visibility materials for 2018 (Calendar, Bags, Agendas, post-cards)	4	November

4. INSTITUTIONAL ARRANGEMENTS

The contractor will work in close cooperation with OHCHR Diversity and Inclusion Programme and will be directly supervised and evaluated by OHCHR Communications expert(s).

The employer will reasonably accommodate the special needs of the consultant, upon request, including in terms of accessibility of the work/meeting place, use of software, transportation accessibility, etc. Travel from duty station is not envisaged under these Terms of References.

Timeframe

The timeframe for this assignment is planned tentatively through March-December 2017. The contractor will report 2 times during the reported period (in the mid-term and at the end of the assignment) according to the timeframe of the Terms of References.

5. FINANCIAL ARRANGEMENTS

The consultant will write reports indicating the tasks performed and shall be paid based on the number of deliverables actually worked. The reports will be certified by OHCHR and will attest that the services relate to the Deliverables, as described in the Terms of Reference.

6. QUALIFICATIONS AND SKILLS REQUIRED:

Education

- Relevant professional education attesting knowledge of graphic design/lay-out tools and programmes. University degree in graphic design programming, journalism or communication would be an asset.

Experience

- Contractor must be a reputable graphic designer with proven 3-5 years of experience in designing similar products;
- Contractor must have experience in designing multiple language versions;
- Previous experience and positive evaluation by other UN Agency is an asset.

Language requirements

- Fluency in both oral and written Romanian and Russian is a must, knowledge of English – is an advantage.
- Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.

Documents to be included in the proposal

Interested persons should submit the following documents:

1. Personal CV including past experience in similar assignments
2. Links to portfolio/ examples of similar products
3. Financial proposal

The fee should be indicated per following items:

- 1 page simple lay-out, without any complex design solutions
- 1 page including tables, photos, requiring more time and creativity
- 1 page requiring quick dead-lines (1 day prior to the submission of the final product)
- 1 page for long reports/publications (more than 50 pages)
- 1 simple banner for digital use (photo/graphic image + text and logos)
- 1 infographic requiring complex design solutions

The United Nations Organization is committed to diversity and inclusion. Women, persons from vulnerable groups, such as persons with disabilities, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, refugees and other noncitizens legally entitled to work in the Republic of Moldova, as well as persons from other underrepresented groups are particularly encouraged to apply.