**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| **TERMS OF REFERENCE (to be completed by Hiring Office)** | |
| Hiring Office: | United Nations Population Fund (UNFPA), Sierra Leone |
| Purpose of consultancy: | The purpose of the consultancy is to support UNFPA communications by providing graphics design and layout services. |
| Scope of work:  *(Description of services, activities, or outputs)* | **Background**  UNFPA is committed to improving our capacity for research, evidence-based programming and using data for development. As such the organization regularly produces documentation to record and inform our activities and those of our partners that are used internally or distributed among our donors, partners and the general public.  UNFPA is seeking the services of a qualified consultant to design, layout and embellish country office documents such as annual reports, factsheets, manuals, guidelines, donor reports, and research publications.  In addition, the consultant will also provide design services for IEC materials such as banners, posters, billboards, T-shirts and more.  The main purpose of the consultancy is to enhance the quality and readability of various communications materials through graphic design.  **Duties and responsibilities**  Design, layout and format publications, and other printed and web-based communications materials taking into account UNFPA branding guidelines, and branding requirements of other donors/partners, as needed;  Design and create illustration, art-work, maps, tables, charts and other graphic elements for communication and promotional materials;  Determine size and arrangement of illustrative material and copy, and select style and size or type;  Develop infographics using supplied data to present core messages and organize complex information into visual representations;  Advise UNFPA Sierra Leone staff on best design options (for the given content), and propose multiple versions for their consideration;  Where necessary, locate photos from online sources and ensure proper photo credit is given;  Incorporate comments and changes from UNFPA Sierra Leone staff;  Liaise closely with Communication Specialist on final layout;  Ensure that the final output(s) for each communication product will be the final web-ready and/or print-ready version;  Liaise with printers, if necessary;  Deliver creative graphic and technical solutions (including infographics if required) for print, electronic, web-based and animated presentations. |
| Duration and working schedule: | The consultant will work on a three-monthly basis (1st March 2018 – 29th May 2018) (40 Days), as and when his/her services are required. |
| Place where services are to be delivered: | The consultant is expected to work remotely. |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | All work is to be delivered electronically.  Key deliverables:  Lay out of the following documents:  UNFPA Sierra Leone Annual Report  -National Youth Service Implementation Strategy  - HOPE case study  -National strategy for the reduction of adolescent pregnancy and child marriage  -National Midwifery Strategy  -Midwifery mapping  -EmNoc Rapid Needs Assessment Report  - Secondary analysis of child marriage data |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | A consultancy report outlining activities and achievements is to be submitted by 18 April 2018 |
| Supervisory arrangements: | The graphics design consultant will work under the direct supervision of the Communications Specialist and overall direction of the Country Office Representative. |
| Expected travel: | None. |
| Required expertise, qualifications and competencies, including language requirements: | **QUALIFICATIONS AND EXPERIENCE**   * Master’s Degree in Mass Communication, Journalism, International Relations, Social Sciences or related fields from a recognized institution. * Knowledge of graphic design, layout and document development. * Experience in Communications for Development and Advocacy * Experience working with UN agencies is an asset. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable: | N/A |
| Other relevant information or special conditions, if any: | Cost per day: TBD  Total duration: TBD  Total cost: $TBD  The consultant will work on a daily basis, as and when his/her services are required. The total amount to be paid will be calculated based on the number of days spent on each deliverable. Payment will be made at the end of the consultancy. |
| Signature of Requesting Officer in Hiring Office:  Date: 20 February 2018 | |

**Method of Application**

All applications should be addressed to **The International Operations Manager** and sent to the following email address**:** [registry-sl@unfpa.org](mailto:registry-sl@unfpa.org) on or before the **closing date of 27 February, 2018.**

**NB: This position is open only to Sierra Leonean National Consultants.**

***Only short listed candidates will be contacted***