

NATIONAL COMMISSION FOR LEBANESE WOMEN
TERMS OF REFERENCE
Lebanon

I. GENERAL INFORMATION

Consultancy Title	Graphic Designer to design a 3-year Action Plan of the National Strategy for Women in Lebanon and its Monitoring and Evaluation framework
Project	LBN05NCL
Duty Station	Beirut, Lebanon
Reports to	Project Coordinator (NCLW/UNFPA), NCLW Projects Development Coordinator and NCLW Executive Director
Duration of Consultancy	December 2023 and until satisfactory completion of the required tasks

I. BACKGROUND

The National Commission for Lebanese Women (NCLW) is the National Women Machinery and is as an official institution affiliated to the Presidency of the Council of Ministers. NCLW was established by law in 1998 to promote women's rights in the Lebanese society and enhance gender mainstreaming in public institutions.

Since 2006, NCLW has been collaborating with the United Nations Population Fund (UNFPA), towards mainstreaming gender aspects in various development platforms, policies, and strategies.

In this context, NCLW in collaboration with UNFPA drafted the National Strategy for Women in Lebanon ("the Strategy") for the 2022 to 2030 period.

The Strategy has been recently launched and in parallel, an action plan and a comprehensive monitoring and evaluation framework were developed through 21 consultation meetings held in November 2023.

As part of this effort, this consultancy seeks a designer to design both the Action Plan and the M&E Framework.

II. FUNCTIONS AND TASKS

Under the overall guidance of NCLW's Executive Director, NCLW Projects Development Coordinator and the Project Coordinator, the translator and proofreader will have the following responsibilities:

- Ensure that the Action Plan and M&E Framework are designed in line with NCLW's design guidelines.
- Design at least 3 potential creative cover draft for the Action Plan and M&E Framework
- Design at least 3 creative and attractive layout draft for the Action Plan and M&E Framework
- Ensure that the tables and the layout are easy to read.
- Ensure that artwork is well edited after taking advice and input from NCLW.
- Include visuals such as charts/tables and incorporate any other graphic elements or licensed pictures to enhance the documents.
- Develop text and tables/graphics layout, preferably using InDesign or a similar program.
- Choose the final fonts, colors, size, spacing, and visuals after liaising with NCLW.
- Ensure harmonized and consistent layout including fonts and visuals as well as tables.
- Creating and designing visuals, PowerPoint presentation if needed.
- Ensure the incorporation of NCLW comments following many rounds of review.
- Finalizing the layout of the strategy and its executive summary after receiving and incorporating NCLW's feedback on the draft.

III. DELIVERABLES

Expected deliverables:

- A final design for the layout of the Action Plan and M&E Framework and the final draft with all edits.
- A final design of the covers of the Arabic and English
- Two well-designed documents (one in English and one in Arabic) in Word, Illustrator, and PDF formats to be delivered with all fonts and colors for printing and electronic distribution.

IV. NCLW CONTRIBUTION

To facilitate the work of the consultant, NCLW will:

- Provide the consultant with the Arabic and English versions of the Action plan and M&E frameworks of the National Strategy for Women in Lebanon. (Average of 85-90 pages each)
- Coordinate and follow up with the Translator-proofreader, the Action plan Expert and the M&E Expert.

V. REQUIRED QUALIFICATIONS

Education	<ul style="list-style-type: none">• Graphic design diploma, art diploma, or equivalent work experience
Experience And Skills	<ul style="list-style-type: none">• At least 5 years of work experience in graphic design.• Strong theoretical and practical background in graphic design, including the use of design software such as Adobe Design Premium, In-Design, CorelDraw, or similar;• Proven experience in graphic production from stint to published/printed product with knowledge of printing processes (offset and digital) and color management;

	<ul style="list-style-type: none"> • Having worked on project designs related to gender matters and M&E matters is a plus. • Work with governmental entities is a plus
How to apply	<p>Interested candidates should apply and submit the above-mentioned documents to the email address info@nclw.gov.lb no later than December 11, 2023, at midnight (Beirut time), ensuring the subject line is denoted with the heading:</p> <p>“NCLW/UNFPA – Graphic Designer”, including the following:</p> <ul style="list-style-type: none"> • An updated CV. • A separate financial offer in US dollars and all taxes included (pricing per page) • Portfolio and sample of related work <p>NCLW will only contact the shortlisted applicants submitting the required documents above and in which there is further interest</p>