

Terms of reference  
**Graphic Designer– NAP II for UNSCR 1325 on WPS**  
National Commission for Lebanese Women (NCLW)

Job title	Graphic Designer – Lebanon Second National Action Plan on UNSCR1325 on Women, Peace and Security.
Organization	National Commission for Lebanese Women (NCLW).
Project title	Support the National Women’s Machinery (NCLW) in coordinating and monitoring the implementation of the 1325 NAP.
Purpose	Engage the services of a Graphic Designer to design and format the Second National Action Plan (NAP) on UNSCR 1325 and the M&E Framework annex in both Arabic and English languages.
Duration	February 2025 – March 2025
Budget	To Be Determined
Reporting to	Technical Consultant, NCLW Projects Development Coordinator, and NCLW Executive Director.

#### About NCLW

The National Commission for Lebanese Women (NCLW) is an official institution affiliated with the Presidency of the Council of Ministers. Established by law in 1998, NCLW works to promote women’s rights in Lebanese society and enhance gender mainstreaming in public institutions.

As the National Women Machinery, NCLW works on enhancing the status of women and ensuring equal opportunities between men and women in Lebanon. NCLW serves as a consultative body for the government and national councils and institutions on women’s issues, including gender-based concerns.

As part of its work on the Women, Peace, and Security agenda, NCLW has been mandated in March 27, 2025 by the Presidency of the Council of Ministers to coordinate the development of the Lebanon Second National Action Plan (NAP II) on the UNSCR 1325.

Following a thorough development process, NCLW is currently seeking to engage the services of a Graphic Designer to design and format the Second National Action Plan (NAP II) and its M&E Framework to be annexed in both languages.

## Duties and responsibilities

Under the supervision of NCLW's Executive Director, NCLW Projects Development Coordinator, and Technical Consultant, the designer will have the following responsibilities:

1. Ensure that the NAP II and M&E Framework are designed in line with NCLW's design guidelines.
2. Design at least three creative draft covers for the NAP II and M&E Framework.
3. Develop at least three creative and attractive layout drafts for the NAP II and M&E Framework.
4. Ensure the tables and layout are easy to read and visually appealing.
5. Incorporate visuals such as icons, images, charts, infographics, tables, and licensed materials to enhance the documents.
6. Use software like Adobe InDesign or a similar program to create text and table/graphic layouts.
7. Finalize fonts, colors, sizes, spacing, and visuals in consultation with NCLW.
8. Ensure harmonized and consistent layouts, including fonts and visuals, across the documents.
9. Revise designs based on NCLW feedback, ensuring multiple rounds of review.
10. Deliver final layouts of the NAP II and M&E Framework, in both English and Arabic.

## Final Deliverables

- A finalized design for the cover of the Arabic and English NAP II and M&E Framework.
- A finalized layout for the NAP II and M&E Framework.
- Two well-designed documents including the NAP II and the M&E annex (one in English and one in Arabic) delivered in:
  - Editable Word format
  - Illustrator format
  - Print-ready and electronic PDF formats

## Reporting

Periodic meetings will be held between the Graphic Designer and NCLW's Technical Consultant, Media Officer, Projects Development Coordinator, and Executive Director to ensure workflow alignment and address challenges.

To facilitate the work of the Graphic Designer, NCLW will:

- Provide the Arabic and English versions of the National Action Plan and M&E Framework (**average of 80-100 pages each**).
- Provide logos and necessary NCLW design guidelines.

### Payment Methods

The total payment will be divided as follows:

- 30% upon approval of layout and cover
- 70% upon final delivery of the documents.

### Expected background and experience

The assignment requires the following qualifications and experience from the Graphic Designer:

1. A diploma in Graphic Design, Art, or equivalent work experience.
2. At least five years of work experience in graphic design.
3. Strong theoretical and practical background in graphic design, including proficiency in Adobe Design Premium, InDesign, CorelDraw, or similar software.
4. Proven experience in producing designs for book, documents, publications, including knowledge of printing processes (offset and digital) and color management.
5. Experience working on gender-related or M&E project designs is an asset.
6. Prior experience with governmental entities or INGOs is a plus.

### Submission guidelines

Interested candidates should apply and submit the below-mentioned documents to the email address [info@nclw.gov.lb](mailto:info@nclw.gov.lb) no later than **January 31, 2025**, at midnight (Beirut time), ensuring the subject line is denoted with the heading: **NCLW\_NAP II\_1325\_Graphic Designer**, including the following:

1. An updated CV.
2. A portfolio showcasing related work and similar projects.
3. A separate financial offer in USD (**pricing per page**), inclusive of all taxes

Only shortlisted candidates will be contacted.