

NATIONAL COMMISSION FOR LEBANESE WOMEN

TERMS OF REFERENCE

I. <u>GENERAL INFORMATION</u>	
Consultancy Title	Graphic Designer
Project	Driving forward the implementation of the WPS agenda in Lebanon
Duty Station	Beirut, Lebanon
Reports to	NCLW Executive Director
Duration of consultancy	2 months

II. BACKGROUND AND PURPOSE OF CONSULTANCY

The National Commission for Lebanese Women (NCLW) is an official body, which was established in 1998 by law 720, and is directly affiliated to the presidency of the Council of ministers.

As a National Women Machinery, NCLW works on enhancing the status of women and ensuring equal opportunities between men and women. NCLW acts as the consultative body of the government and of national councils and institutions on all issues related to the status of women including gender-based issues.

The Government of Lebanon is committed to the implementation of UNSCR1325 and has shown its commitment by developing a Lebanon National Action Plan (NAP) to implement this significant Resolution.

In 2017, the Presidency of the Lebanese Council of Ministers requested the National Commission for Lebanese Women (NCLW) to develop a NAP on UNSCR 1325.

On 12 September 2019, the Council of Ministers endorsed the NAP1325 on Women, Peace and Security (WPS).

A monitoring and evaluation framework for the Lebanon NAP1325 has been developed and includes specific indicators to measure progress at the strategic priority level and the intervention level over four years.

Therefore, and to support communications and advocacy mobilization, and to enhance NCLW's visibility and understanding of its initiatives and scope of work, NCLW is seeking to hire a Graphic Designer who shall be having exceptional graphic design and communication skills.

III. SCOPE OF WORK (services, activities, or outputs)

Based on the above and under the overall guidance of NCLW Executive Director and in close coordination with NCLW Projects Development Coordinator and UN Women focal points, the expert will undertake the following duties:

- Conceptualizing and designing Arabic and English versions of national coordination and validation meetings' invitations, presentations, documents, agendas and concept notes, towards the purpose of Lebanon NAP 1325 implementation.
- Conceptualizing, designing and displaying high-quality innovative, creative and attention-grabbing materials, for print and web-based communication material, inclusive of training material, reports, workshop material, press releases, studies, presentations, and NCLW social media visuals in both Arabic and English languages.
- Conducting quality control to ensure accurate and high-quality work.
- Modifying, revising and editing materials upon NCLW's request.
- Carry out ad-hoc graphic design related work upon NCLW's request.

IV. MONITORING AND PROGRESS CONTROL:

Milestone	Deliverables	Timeline
Conceptualizing and designing invitations, agendas, concept notes for LB NAP 1325 implementation purposes	All requested invitations, agendas and concept notes are conceptualized and designed in both Arabic and English languages	The deadline of submission for each assignment will be indicated with the instructions for each assignment
Conceptualizing, designing and displaying training material, reports, workshop material, press releases, studies, presentations, and NCLW social media visuals	All requested documents and materials are conceptualized and designed in both Arabic and English languages	The deadline of submission for each assignment will be indicated with the instructions for each assignment

NCLW will ensure support as follows:

- Provide consultant with needed reference documents.

V. REQUIRED QUALIFICATIONS

Qualification	<ul style="list-style-type: none"> • Bachelor's degree in graphic design, communications and / or visual arts.
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Professional Experience	<ul style="list-style-type: none"> • At least 5 years of experience in graphic design and layout work. • Experience in the development of communication materials from a gender lens. • Experience in creative writing. • Visual and digital skills. • Design experience in using social media and social platforms. • Experience on advanced command over a full range of graphic design software, including Adobe Suite / cc such as Illustrator, InDesign, FinalCut HD, Photoshop, After Effects, web design tools such as Flash and Dreamweaver, etc • Web design, page layout and design
Language and other skills	<ul style="list-style-type: none"> • Excellent written and oral skills in Arabic and English. French is a plus.

VI. Competencies

- Responds positively to critical feedback
- Demonstrates openness to change
- Generates quality results
- Ability to conceptualize, plan and execute innovative ideas
- Meets deadlines and manages time efficiently

VII. APPLICATION PROCESS AND DEADLINE

Interested consultants must submit the following documents to demonstrate their qualifications:

- A cover letter explaining their suitability for the work and their ability to meet the requirements.
- An updated and relevant personal Curriculum Vitae.
- A financial proposal in US dollars.

Interested candidates should send the requested documents to info@nclw.gov.lb and refer to the job title “Graphic Designer” by October 28, 2021.

Applications received after the closing date will not be considered.

Incomplete submission will be a ground for disqualification.