

# NATIONAL COMMISSION FOR LEBANESE WOMEN

## TERMS OF REFERENCE

### Lebanon

#### I. GENERAL INFORMATION

Consultancy Title	<b>Graphic Designer to design the report and brochures about the analysis on the Lebanese legal instruments</b>
Project	<b>LBN04NCL</b>
Duty Station	<b>Beirut, Lebanon</b>
Reports to	<b>NCLW's Executive Director and NCLW's Projects Development Coordinator</b>
Duration of Consultancy	<b>7 days</b>

#### II. 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. This collaboration led to the undertaking in 2013 and 2014 of two reviews of the Lebanese laws, proposal laws, draft laws, and decrees aiming to eliminate legal discrimination against women in Lebanon; as well as other discriminatory topics not covered by any proposal, bill, or decree.<sup>1</sup> In 2021, NCLW and UNFPA have sustained their collaboration and agreed to implement a series of activities among which conducting an analysis of the Lebanese legal instruments from a gender perspective.

Based on the above, and to achieve progress towards promoting gender equality and the empowerment of women in Lebanon, NCLW in collaboration with UNFPA is recruiting a graphic designer on order to design the report conducted about the analysis of the legal instruments including communities' laws from a gender perspective.

### III. FUNCTIONS AND TASKS

The recruited graphic designer is expected to:

- Ensure that the report is designed in line with NCLW, UNFPA, design guidelines
- Present several options of the cover and layout idea to discuss with NCLW
- Design a creative cover draft for the analysis
- Present several options of brochure to discuss with NCLW
- Design creative and attractive layout for approximately 24 brochures draft for the analysis
- Ensure that the tables/graphics and the layout are easy to read.
- Ensure that artwork is well-edited after taking advice and input from NCLW/UNFPA.
- Include charts/tables and include any other graphic elements as per requested by NCLW.
- Develop text and tables/graphics layout, preferably using InDesign or a similar program.
- Choose the fonts, colors, size, spacing, and visuals after liaising with NCLW.
- Ensure harmonized and consistent layout including fonts and visuals as well as tables.
- Create visuals when needed.
- Have several rounds of feedback from NCLW and ensure to incorporate all the comments and suggestions
- Finalize the report and brochures design in addition to the layout of the analysis and its executive summary after receiving and incorporating NCLW's feedback on the draft.

### IV. FINAL DELIVERABLES

The designer will be expected to deliver the following:

- Several options and ideas for covers and layouts
- At least 3 drafts designs for the cover of the analysis for the report and at least 3 for the brochures.
- Final designs for the layouts of the analysis for the report and for the brochures.
- A well-designed report and brochures in Illustrator/ In-Design and PDF formats to be delivered with all fonts and colors for printing and electronic distribution.

### V. NCLW CONTRIBUTION

To facilitate the work of the designer, NCLW will be providing the word copy of the Arabic report and brochures on the analysis concerning the Lebanese legal instruments

### VI. REQUIRED QUALIFICATIONS

Education	Graphic design diploma, art diploma, or equivalent work experience and portfolio.
Experience And skills	<ul style="list-style-type: none"><li>• At least 4 years of experience in the field of Graphic designing</li><li>• At least 2 years of experience in producing publications with innovative graphic designs, infographics, leaflets, brochures.</li><li>• Interactive media</li><li>• Proven Creativity</li></ul>

	<ul style="list-style-type: none"> <li>• Excel in branding</li> <li>• Proven experience reports and presentations design in Arabic and English</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• Communicating information and ideas.</li> <li>• Proven graphic designing expertise;</li> </ul>
Language requirements	Fluency and excellent writing skills in Arabic and English
How to apply	<ul style="list-style-type: none"> <li>• Interested candidates who meet the above qualifications should apply online by providing <b><u>a portfolio, an updated CV</u></b> detailing work experience that is relevant to the Consultancy requirements as indicated in the TORs, above as well as <b><u>a cover letter</u></b> clearly explaining why they meet the requirements and their availability to deliver the main outputs of the consultancy in due time, the candidate needs to <b><u>present a financial proposal/quotation for the work in dollars and all taxes included (per page)</u></b>. Knowing that the Arabic study does in total in word version an average of 4 brochures (A5) and 52 pages (A4) for the report (with the annexes and cover)</li> <li>• The CV, cover letter, and quotation in dollars as well as the availability to start working on the design as per the timeframe stated in this TOR, and portfolio need to be submitted to the following email address: <b><u>info@nclw.gov.lb; no later than September 28, 2022 (Beirut time)</u></b>.</li> <li>• Please indicate the following title under subject when submitting applications: <b>Graphic Designer to design the report and brochures concerning the analysis of the Lebanese legal instruments</b></li> <li>• NCLW will only contact the shortlisted applicants submitting the required documents above and in which there is further interest.</li> </ul>