

# NATIONAL COMMISSION FOR LEBANESE WOMEN

## TERMS OF REFERENCE

### Lebanon

#### I. GENERAL INFORMATION

Consultancy Title	<b>Graphic Designer to design the stocktaking report of the Violence Against Women and Girls Strategy</b>
Project	<b>UNFPA</b>
Duty Station	<b>Beirut, Lebanon</b>
Reports to	<b>Projects Development Coordinator (NCLW)</b>
Duration of Consultancy	<b>7 days</b>

#### II. BACKGROUND

The National Commission for Lebanese Women (NCLW) is the National Women Machinery and is 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 Lebanese society and enhance gender mainstreaming in public institutions.

Since 2006, the National Commission for Lebanese Women (NCLW) has collaborated with the United Nations Population Fund (UNFPA) to mainstream gender aspects in various development platforms, policies, and strategies.

In 2022, NCLW in close collaboration with UNFPA and the UN ESCWA a consultant to prepare a report, which aims to evaluate the implementation process of the national strategy to combat violence against women. This study adopted an analytical approach to the preliminary information collected from the parties concerned with the implementation of the action plan and from reviewing the available literature to document and evaluate the work of the various parties concerned with the implementation of the action plan, and to identify the obstacles and challenges that faced implementation, and to highlight the available opportunities and the possibility of investing them, to issue recommendations.

Under the overall guidance and direct supervision of NCLW Projects Development Coordinator, and in close coordination with NCLW Executive Director, the Graphic designer recruited will be undertaking the various tasks as described below.

### III. FUNCTIONS AND TASKS

The recruited graphic designer is expected to:

- Ensure that the report and its executive summary are designed in line with NCLW, UNFPA, and UN ESCWA design guidelines
- Present several options of the cover and layout idea to discuss with NCLW
- Design a creative cover draft for the report
- Design a creative and attractive layout draft for the report.
- 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/ UN ESCWA.
- 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 design and layout of the report 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
- A draft design for the cover of the study.
- A final design for the layout of the study and the final draft with all edits.
- A final design of the cover of the report.
- A well-designed report 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 on VAWG strategy and logos of partners to be stated on it.

### 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, and artwork</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>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 105 pages A4 (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 May 31, 2022 (Beirut time)</u></b>.</li> <li>• Please indicate the following title under subject when submitting applications: <b>Graphic Designer to design the stocktaking report of the Violence Against Women and Girls Strategy</b></li> <li>• NCLW will only contact the shortlisted applicants submitting the required documents above and in which there is further interest.</li> </ul>