

NATIONAL COMMISSION FOR LEBANESE WOMEN
TERMS OF REFERENCE
Lebanon

I. GENERAL INFORMATION

Consultancy Title	Graphic designer to design the GBV lexicon (Arabic, English, and French)
Project	
Duty Station	Beirut, Lebanon
Reports to	Executive Director (NCLW)
Duration of Consultancy	10 days/ From June 14 to June 25, 2021

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) and other partners towards enhancing gender equality and mainstreaming gender dimensions throughout various policies, strategies, action plans, studies, and assessments. In 2020, UNFPA in close collaboration with NCLW recruited an expert to conduct an update on the GBV lexicon developed 7 years ago¹ and containing the list of the most pertinent and most used GBV-related terms used, referred to or reflected in reports, studies, manuals, tools and references related to GBV and issued by governmental and non-governmental organizations, as well as those issued by the United Nations agencies in Lebanon.

The revised lexicon includes relevant GBV terms used in English, Arabic, and French and is guided by international standards and adapted to suit the Lebanese context. Additional terms were included in the current lexicon, and they were identified following a quick a review of local, regional, and international UN publications on GBV issued in Arabic, English and French over the past few years. Additional terms were suggested by the representatives of NCLW, MOSA and UNFPA.

The lexicon unifies for all practitioners (Internal Security Forces (ISF) officers, Judges, prosecutors and lawyers, doctors, forensic doctors, midwives, nurses, social/community workers, case management workers, and institutions (Governmental and non-governmental) the terms and definitions used, to reach common understanding when categorizing, describing, and dealing with GBV cases.

¹ UNFPA and Jinan Usta (2012) Glossary of Gender Based Violence terms and Vocabulary. Available on <https://lebanon.unfpa.org/en/publications/glossary-gender-based-violence-terms-and-vocabulary>

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

Based on the above and under the overall guidance of NCLW Executive Director and in close collaboration with the NCLW Project Coordinator and UNFPA Staff, the designer will be undertaking the following duties:

- Design a creative cover draft for the GBV lexicon (En, AR, Fr).
- Design a creative and attractive layout draft for the GBV lexicon (En, AR, Fr).
- Develop text layout.
- Ensure that the layout is user-friendly.
- Choose the fonts, colors, size, spacing and visuals after liaising with NCLW.
- Ensure harmonized and consistent layout including fonts and visuals.
- Ensure that artwork is well edited after taking advice and input from NCLW/UNFPA.
- Create visuals when needed.
- Ensure that the lexicon is designed in line with NCLW/UNFPA design guidelines. (to be shared with the designer upon selection and agreement).
- Finalize the layout of the lexicon after receiving and incorporating NCLW's feedback on the draft.

The following deliverables are expected to be provided by the consultant by the end of the assignment in English, Arabic and French:

1. final designs for the cover of the lexicon (En, Ar, Fr)
2. Well-designed lexicon (En, Ar, Fr) in Word, Illustrator and PDF formats to be delivered with all fonts and colors for printing and electronic distribution.

IV. MONITORING AND PROGRESS CONTROL, INCLUDING REPORTING REQUIREMENTS, PERIODICITY, FORMAT AND DEADLINE

Final Deliverables to be submitted electronically on June 10, 2021

Milestone	Deliverables	Timeline	Payment
<ul style="list-style-type: none"> • Designing draft covers and layouts for the lexicon (En, AR, FR) 	<ul style="list-style-type: none"> • Cover and lexicon draft designs 	<ul style="list-style-type: none"> • Day 3 	<ul style="list-style-type: none"> 30% of overall amount
<ul style="list-style-type: none"> • Designing a final layout of the lexicon (En, AR, FR) (approximately 205 pages) 	<ul style="list-style-type: none"> • Final lexicon design 	<ul style="list-style-type: none"> • Day 7 	<ul style="list-style-type: none"> 20% of overall amount

<ul style="list-style-type: none"> Finalizing the cover and submitting a Word, Illustrator and PDF formats to be delivered with all fonts and colors for printing and electronic distribution of the lexicon. 	<ul style="list-style-type: none"> Designed lexicons 	<ul style="list-style-type: none"> Day 10 	<ul style="list-style-type: none"> 50% of overall amount
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To facilitate the work of the consultant, NCLW will be providing the following:

- The word copy and the pdf copy of the lexicon (English, Arabic and French) and logos of relevant entities.

V. REQUIRED QUALIFICATIONS

<p>Required expertise, qualifications and competencies, including language requirements</p>	<p>The Consultant should fulfill the following requirements:</p> <p>A. Education: Graphic design diploma, art diploma or equivalent work experience and portfolio.</p> <p>B. Experience:</p> <ul style="list-style-type: none"> At least 4 years of increasingly responsible experience in designing reports At least 2 years' experience infographics and artwork Interactive media Proven Creativity Excel in branding Proven experience in official reporting and presentations design in Arabic <p>C. Language and other skills: Proficiency in oral and written English, Arabic, and French is essential.</p>
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VI. Application process and deadline

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

- A cover letter explaining your suitability for the work and previous work portfolio, and ability to meet the requirements
- Updated and relevant Personal CV

- A financial proposal in US dollars, knowing that approximately the Arabic lexicon is in word version 70 pages A4, the English lexicon is in word version 65 pages A4, and the French lexicon is in word version 70 pages A4 / 23656 words.

The above-mentioned documents should be submitted together by June 6, 2021 COB through the email link info@nclw.gov.lb; specifying in the subject:

“graphic designer to design GBV Lexicon, NCLW/UNFPA Lebanon.

Incomplete submission can be a ground for disqualification.
