

NATIONAL COMMISSION FOR LEBANESE WOMEN
TERMS OF REFERENCE
Lebanon

I. GENERAL INFORMATION

Consultancy Title	Graphic designer to design a study on shelters: “Basic and minimum standards for the establishment and management of shelters for survivors of gender-based violence”
Project	LBN04NCL
Duty Station	Beirut, Lebanon
Reports to	Executive Director (NCLW)
Duration of Consultancy	8 days / From 15 June 2021 to 24 June 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 and the Ministry of Social Affairs (MOSA) recruited an expert to conduct a baseline assessment of VAWG shelters in Lebanon. Therefore, the expert consulted with relevant actors and conducted a mapping of VAWG shelters in Lebanon including an analysis of the shelters’ availability, accessibility, eligibility, capacities, programmes, and services. The desk review and analysis were guided by international standards as well as national legislations that oversee the establishment of shelters. Building on the evidence-based findings and analysis of how shelters operate in Lebanon, the expert provided relevant policy recommendations for better support at both the operational and programme levels.

In 2021, NCLW and UNFPA have sustained their collaboration and agreed to implement a series of activities among which undertaking a study on Shelters for survivors of violence against women and girls (VAWG).

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 shelters 'study (AR).
- Design a creative and attractive layout draft the shelters 'study (AR).
- Develop text layout, preferably using InDesign or a similar program.
- 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 study is designed in line with NCLW/UNFPA design guidelines. (to be shared with the designer upon selection and agreement).
- Finalize the layout of the shelters' study 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 Arabic:

1. final designs for the cover of the study (AR)
2. Well-designed study (AR) 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 24, 2021

Milestone	Deliverables	Timeline	Payment
<ul style="list-style-type: none"> • Designing draft cover and layout for the study 	<ul style="list-style-type: none"> • Cover and study draft design 	<ul style="list-style-type: none"> • Day 3 	30% of overall amount
<ul style="list-style-type: none"> • Designing a final layout of the study (AR) 	<ul style="list-style-type: none"> • Final study design 	<ul style="list-style-type: none"> • Day 6 	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 	<ul style="list-style-type: none"> • Designed study 	<ul style="list-style-type: none"> • Day 8 	50% of overall amount

colors for printing and electronic distribution.			
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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 study (Arabic) and logos of relevant entities.

V. REQUIRED QUALIFICATIONS

Required expertise, qualifications and competencies, including language requirements

The Consultant should fulfill the following requirements:

- A. Education:** Graphic design diploma, art diploma or equivalent work experience and portfolio.
- B. Experience:**
 - 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
- C. Language and other skills:** Proficiency in oral and written Arabic and English is essential

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 the study is in word version 56 pages A4 / 14566 words.

The above-mentioned documents should be submitted together by June 10, 2021 COB through the email link info@nclw.gov.lb; specifying in the subject:

“graphic designer to design shelters’ study, NCLW/UNFPA Lebanon.

Incomplete submission can be a ground for disqualification.