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|  | **TERMS OF REFERENCE** |

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| **I. Position Information** |
| **Position Title: Consultant/**Graphic designer  **Entity:** UN RCO  **Type of Contract:** Consultant  **Level:**  **Duty Station:** Dushanbe, Tajikistan  **Duration:** 70 days *(10 days a month – Feb-Apr, 5 days month – May-Dec)* |

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| II. Background |
| The UN Resident Coordinator’s Office in Tajikistan seeks to engage a Graphic designer to design publications and information materials for the UN Country Team in Tajikistan. The selected designer will be responsible for preparation of high-quality graphic design of the UN products digital illustrations for UN information campaigns and International Days and external communications channels (UNCT website, social media networks, publications, etc.).  The Consultant will work 70 days under the overall guidance of the Head of UN RCO and direct supervision of the UN RCO Programme Communications and Advocacy Analyst. |

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| III. Functions / Key Results Expected/ Outputs/Work Assignment | | | | | |
| **Summary of Key Functions:**   1. Produce the design UN Annual Results Report and two-pager infographics in three languages 2. Produce the design of materials for RCO social media channels (infographics, covers, headers, profile images, etc.) 3. Design necessary materials for the RCO (desktop backgrounds, publications, reports) 4. Design the materials for information campaigns (IWD, 16 Days of Activism 2024, UN Day Campaign, including UN Week and IHRD 2024) 5. Design other materials as necessary.   **Expected Duration:**  **05 February – 27 December 2024** | | | | | |
| IV. KEY DELIVERABLES/TIMEFRAME/PAYMENT SCHEDULE: | | | | | |
| **#** | **Tasks/Milestone** | **Deliverables/**  **Outputs** | **Number of days** | **Timeline** | **Payment schedule** |
| 1 | Produce the design UN Annual Results Report and two-pager infographics in three languages (p1) | 1 | 20 | Final design by 25 March 2024 | 30 % |
| 2 | Design package for the RCO social media channels and office needs (pp 2-3) | 2 | 25 | 26 July 2024 | 35 % |
| 3 | Desing package for UN campaigns and International Days and events and other materials (pp 4-5) | 3 | 25 | 23 December 2024 | 35 % |
|  | Total |  | 70 days |  | 100% |
| **V. Recruitment Qualifications/Evaluation Criteria** | | | | | |
| **Skills:**   * Proficiency in Adobe InDesign, Adobe Illustrator, Adobe Photoshop, and other relevant graphic design software * Skills in producing .gif format interactive materials   Accuracy, attention into details, communication, working in teams  **Education:**   * Bachelor’s degree in design/digital/visual arts or related field   **Experience:**   * At least 3 years proven experience in visual design and preparation of informational products * Availability of portfolio of designed products * Proven work experience with various organizations, including international * Excellent communication skills * Ability to work methodically and meet deadlines   **Language Requirements:**  Fluency in Russian is required. Knowledge of English and Tajik is advantage.  **Other requirements:**  The application should include 5-7 of the most recent examples of previous related work (in PDF or hard copy format. Applications without the samples attached will not be taken into consideration. The selected designer should have relevant equipment, software, and speedy Internet connection to perform the tasks. | | | | | |