

## **OPENING FOR PROVISION OF CONSULTANCY SERVICES**

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**Job Title:** IAU – Graphic Designer

**Location:** Amman-JORDAN

**Organization:** UNFPA/Interagency Information and Analysis Unit

**Closing Date:** 12 August 2010 (5:00 p.m, New York time)

### **BACKGROUND:**

The Interagency Information and Analysis Unit (IAU) is an integral part of the Office of the Resident Coordinator/Humanitarian Coordinator for Iraq. It was established to support the UN Country Team (UNCT) in evidence based programming, advocacy, and policy advice in line with the needs and priorities of the Government and the people of Iraq. The IAU is an inter-agency unit seeking to improve effectiveness of programming, advocacy, policy and coordination of the international response. The IAU ensures a coordinated and over-arching analysis on key issues in Iraq including both humanitarian and development aspects.

The UN Iraq country team and UNAMI have identified the disputed internal boundaries (DIBs) as a priority area for integration, aiming to provide a coherent response where the UN's political and developmental assistance priorities overlap. The IAU participates in the integrated task force established to address this priority area, and will work in conjunction with UNDP to produce a conflict-related development analysis (CDA) in support of the work of the task force.

The IAU will also be working in conjunction with UN agencies to produce factsheets for key international advocacy events, including World Humanitarian Day (19 August); and sixteen days of activism for no violence against women (25 November-10 December).

Finally, the IAU is continuously updating its situational presentations, and is looking to convert the presentation into videos with voice-overs.

Under the overall guidance of the UNFPA Representative and direct supervision of the Website and Database Officer, the Graphic Designer will lead the design of IAU information products.

### **TASKS**

#### **General**

The consultant will be based in the IAU's office in Amman. The duration of the assignment is six months (September 1 – February 28, 2011). In general the consultant will:

- Work to establish and maintain the graphical identity of the IAU.
- Design and format various IAU information products, including maps, reports, fact sheets, profiles, brochures and powerpoint presentations.
- Develop the IAU Website Design and continuously monitor website layout.
- Support responses to clients (UN agencies/NGOs/Donors) on related inquiries.
- Liaise with document processing services with respect to preparation, reproduction and distribution of documents and publications.

**Monitoring & Progress Controls**

- IAU information products are well designed and formatted.
- IAU website layout is maintained.
- Client requests for design support are met.

**Milestones**

Along with the general tasks listed above, the consultant will be responsible for the following key deliverables by their respective dates:

<b>Deliverable</b>	<b>Date</b>
Advocacy factsheets and posters for international UN days designed and published.	Monthly basis – September to February
Report on vulnerability designed.	September 20
Web map catalogue designed	October 20
Report on private sector analysis designed	November 30
Report on the Conflict Development Analysis of the DIBs designed	December 15
Slides designed for online situation presentations	January 20
Website design updated	February 28

**DURATION:**

The consultancy will be for six months from September 1 to February 28, 2011. The final output should be submitted to the Head of the IAU by February 28, 2011.

**QUALIFICATIONS AND EXPERIENCE REQUIRED:**

- Bachelor's degree in Information Technology, Graphic Design, or related field.
- Minimum two years of relevant work experience in Graphic Design and filmography.
- Excellent written and verbal communication skills in English and Arabic.
- Excellent skills in Adobe InDesign, Adobe Bridge, Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, Adobe Flash, Avid, and Final Cut Pro.
- Initiative and sound judgment and demonstrated ability to work in harmony with persons of different national and cultural backgrounds.

## HOW TO APPLY

Prospective consultants should submit a CV and a 1-2 page technical/financial note describing the proposed methodology and approach for delivering the above outputs, proposed total fee for the consultancy and fee per output, and the schedule of delivery. The proposal and CV should be sent directly to email address [vacancy-IHQ@unfpa.org](mailto:vacancy-IHQ@unfpa.org) indicating the Job Title, by close of business 12 August, 2010. The vacancy is also available on: <http://www.reliefweb.int>; and <http://www.uniraq.org/noticeboard/vacancies.asp>

In addition, applicants are encouraged to submit one or two samples of recent work.