



Graphic Designer for UNFPA Publications and IEC Materials

1.0. Background:

UNFPA Uganda Country Office (CO) works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

To pursue this intention, the CO publishes a wide range of materials as a way of improving our capacity for research, evidence-based programming and using data for development and documentation to record and inform our activities and those of our partners and used internally or distributed among our donors, partners and the general public.

UNFPA Uganda thus intends to contract a Graphic Designer on an on-call basis, to help the office meet its growing need for quality design services. The successful individual will provide technical support to the Communications section in designing UNFPA publications and contribute to the development and improvement of the design, branding and layout of materials produced by UNFPA in accordance to branding guidelines.

The Consultant will ensure that the products and reports follow UNFPA'S graphic guidelines, provide the best possible functionality and usability to UNFPA partners and contribute to the overall branding process. The responsibility of this consultancy is to ensure the implementation and adherence to existing graphic guidelines; layout of reports and publications in English; development of new graphic solutions; and design of innovative products.

2.0. Tasks and Responsibilities:

- Deliver creative and innovative ideas for print, electronic, web-based and animated presentations.
- Design and lay-out of reports and other products;
- Design of reports and other communication materials for printing and electronic distribution;
- Improve the outlook and edit art-work, photos, charts and other graphic elements;
- Develop infographics using supplied data to present core messages and organize complex information into visual representations;
- Layout and design information and communication materials (banners, posters, booklets, leaflets, books, calendars, bulletins, flyers, cards);
- Create animations for illustrative purposes such as animations, presentations and more advanced solutions (design of CD/DVD packaging, graphic digitalization);
- Custom photo editing including restoration, noise reduction, tonal adjustment;
- Deliver creative graphic and technical solutions for use of new media (virtual 3D words/boxes, postcards);
- Liaise closely with Communications officers on final layout;
- Ensure that all publications, reports and products are produced in line with UNFPA'S graphic guidelines.

3.0. Qualification and Expertise:

The successful candidate is required to meet the following criteria:

- University degree or diploma (Preferably in Arts and Design) or related fields from a recognized institution.
- Strong theoretical and practical background in graphic design, including the use of design software such as Adobe Design Premium, In-Design, CorelDraw, web design tools such as Dreamweaver and Flash, etc.
- Show a clear and mature style of design, demonstrating an understanding of the communication requirements of a UN agency.
- Proven experience of graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and colour management.
- Good understanding of new and evolving technologies and digital platforms.
- Knowledge of standard software packages, including MS Office– MS Access–MS Visio –Adobe Acrobat.
- Experience working with UN agencies is an asset.
- Working experience in development or humanitarian environment is desirable.

4.0. Deliverables

- Quality design for various UNFPA assignments completed in line with UNFPA branding requirements and within specified deadlines.

5.0. Contract duration:

The contract will be for one year, effective from date of signing and, on basis of successful performance, could be extended to the following year. The consultant is expected to work remotely with direct supervision by UNFPA Communications Staff.

6.0. Monitoring and progress control:

A consultancy report outlining activities and achievements on quarterly basis but the Consultant will agree with the Supervising Officer on timeline for each output, upon which they will be assessed.

7.0. Terms and conditions of payment

Design services will be delivered on an on-call basis and paid in local currency upon successful completion of the assignments. Payment will be calculated based on the number of agreed upon days within which the Consultant will deliver each product and will be based on UNFPA Consultancy rates.

8.0. Additional Information

- UNFPA will only respond to those applicants in whom the Country Office has further interest.
- UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.
- UNFPA is committed to maintain balanced gender distribution of the positions and therefore encourage women to apply.
- **Deadline for applications: Monday, October 8th 2018.**
IMPORTANT: There are NO application processing or other fees at any stage of UNFPA application processes.
- Interested applicants should first register on the UNFPA Consultancy Roster through [this link](#) and apply to the “job post” called UNFPA Consultant Roster. After registering on the Roster, Click ‘Apply Now’. In case you have applied for UNFPA eRecruitment Jobs before, directly click ‘Apply Now’.
- After application, kindly send a confirmation email to komugisha@unfpa.org
- UNFPA reports – If the applicant has worked for UNFPA in the past, he/she may submit their most recent assessment, consultancy report or other document to illustrate his/work. The document may be copy-pasted it into this space. This space is limited so please take note of the sizes of the work.