

Terms of reference

<i>Job Opening number</i>	:	23-Resident Coordinator System-200164-Individual Contractor
<i>Job Title</i>	:	Graphic Designer
<i>General Expertise</i>	:	Media Technology
<i>Category</i>	:	Visual Communication Design/Internet Services
<i>Department/ Office</i>	:	Resident Coordinator System
<i>Organizational Unit</i>	:	

Purpose

Duties and Responsibilities

Description

Turkmenistan joined the United Nations on 2 March 1992 as a new independent state. Since then, the UN has been supporting Turkmenistan to achieve its national priorities, which respond to the Sustainable Development Goals (SDGs).

The UN Resident Coordinator leads the UN country team in consultations with the Government identified and agreed on the UN strategic response to the Government's development priorities in three strategic areas: People-centered governance and rule of law; Inclusive, green, and sustainable economic growth; Quality, inclusive and affordable health, education, and social protection that were identified in new UN Sustainable Development Cooperation Framework for 2021-2025 (UNSDCF). UN agencies coordinate their work through joint Work Plans within established joint Results Groups. The results of the UNSDCF implementation and areas SDGs acceleration through joint programming will be covered in the UN Country Results Report 2022, the 2023 Common Country Analysis evidence package, reports, concept notes and materials related to Voluntary National Review process, INFF and other areas of work under RCO coordination or lead.

To highlight the achievements under the UNSDCF 2021-2025, the UN Country Results Report 2022 will illustrate the UN's contribution to the advancement of the SDGs and encompass achievement stories and vision for 2022. The publication developed in English and Russian will serve as an advocacy and communication tool as well as a source of information depicting the results of the joint work of UN Country Team, the Government of Turkmenistan and other development partners towards achievement of SDGs in the country.

In 2022, the Government of Turkmenistan started preparation for the 2nd Voluntary National

Review to be presented at the HLPF in 2023. The current theme of HLPF is Accelerating the recovery from the coronavirus disease (COVID-19) and the full implementation of the 2030 Agenda for Sustainable Development at all levels and focus SDGs are # 6, 7, 9, 11 and 17. Additional SDGs identified at the expert level National Working Group meeting on SDGs would allow to cover SDGs # 1, 2, 3, 4, 5 and 13 within the current VNR process. The VNR preparation will help to understand better how the SDGs interventions are implemented, exchange insights on relevant vulnerable groups, synergies and trade-offs between SDG targets, and assess the progress in achieving the SDGs.

The new generation Common Country Analysis (CCA) refers not only to a document/report, but rather to the ongoing analytical function of the United Nations system in programme countries. The CCA is being updated to identify actual or anticipated shifts in national development landscape. It will serve to provide an updated, public analysis by the UN to stakeholders and partners, and also help the UN identify course corrections that might be needed in the United Nations Sustainable Development Cooperation Framework (UNSDCF) and its Theory of Change. The regularly updated analysis will also equip the UNCT to engage with government and other relevant stakeholders in policy dialogue, advocacy and decision-making about pathways towards achieving 2030 Agenda. In 2023, the UN Country Team will continue presenting the findings of the Common Country Analysis as the combination of the evidence products, including the Country Situation Updates, Result Groups Factsheets and Policy Briefs.

Duties and Responsibilities

To assist UNCT in designing of print-ready publications and developing compelling graphics, layouts, charts, infographic and other visuals of the following products:

- UN Country Results Report 2022 in English and Russian;
- Reports, concept notes and dissemination materials related to Voluntary National Review process, INFF and other areas of work under RCO coordination or lead, including the UNSDCF Midterm Review;
- 2023 Common Country Analysis evidence package in English and Russian, including the Country Situation Updates, Result Groups Factsheets and Policy Briefs.

The designed products will be in total of 150 pages highlighting the findings of UN Country Team coming from the UN monitoring, reporting and analytical process. The designer will be provided with the relevant Guidance and template for UN Country Results Report.

Ultimate result of service

The duration of the assignment is 60 working days within 10 months. The assignment shall start on 15 March 2023 with the final, approved product to be submitted by 1 December 2023. The expert will have home-based work.

1. Develop a first draft of the publication according to the Guideline for UNCT Results Reports and UN Branding Guideline using the received materials: text and photos.
2. Develop ideas for graphics and charts that creatively convey key messages/data in the report, as well as write captions for the photos in the publication
3. Prepare final print-ready copy based on the feedback received from UN agencies in English.
4. Prepare Russian version using the final English publication upon receiving translation.
5. Provide electronic files for the web and native files of the publication in English and Russian

Travel Details

N/A

Travel	Per Diem	Other	Total
0	0	0	0

Output/Work Assignments

Expected Outputs and Deliverables

Based on the information received from UN RCO in Turkmenistan and following the guidelines, the Consultant shall be tasked to accomplish the following expected deliverables:

Deliverable 1 Designing UNCT Results Report 2022 (by March 2023)

- Develop the layout of UNCT Annual Results Report 2022 including the table of contents, a proposed design, and graphic/charts of the publication balancing narratives with visualizations;
- Develop ideas for graphics and charts that creatively convey key messages/data in the report, as well as write captions for the photos in the publication
- Structure and edit all inputs and information provided into a uniform, easily readable draft publication, which communicates clear results;
- Edit photo materials provided by the UN agencies;
- Prepare and submit a draft design of the publication to the UNCT and RCO for comments and suggestions;
- Consolidate comments from the UNCT, RCO and submit a final design of the print-ready file within set deadlines to ensure on-time production of the publication in the original files and high- and low-resolution pdf documents;
- Prepare language copies in English and Russian using the provided translations.

Deliverable 2 Designing reports, concept notes and dissemination materials (by September 2023)

- Design reports, concept notes and dissemination materials (agendas for joint events etc) related to Voluntary National Review process, INFF and other areas of work under RCO coordination or lead, including the UNSDCF Midterm Review.

Deliverable 3 Designing Common Country Analysis products (by December 2023)

- Develop the layout of the evidence package products based on the draft templates provided by RCO, a proposed design, and graphic/charts of the publication balancing narratives with visualizations;
- Develop ideas for graphics and charts that creatively convey key messages/data in the report, design a

thematic map for Central Asia with several layers;

- Structure and edit all inputs and information provided into a uniform, easily readable draft publication, which communicates clear results;
- Develop country situation updates, five Result Group factsheets and policy briefs on selected topics and share with the UNCT and RCO for comments and suggestions;
- Consolidate comments from the UNCT, RCO and submit a final design within set deadlines to ensure on-time production of the publication in the original files and high- and low-resolution pdf documents.
- Prepare language copies in English and Russian using the provided translations.
- Develop the online versions of the CCA products (in pdf format) for further release on UN Turkmenistan website and support the CCA digitalization.

IX. Payment Conditions

This is a lump sum contract that should include costs of consultancy to produce the above deliverables. The final schedule will be agreed at the beginning of the consultancy.

Payment will be done in three installments based on the quality and timeliness of presented outputs after acceptance of them by the UN Resident Coordinator's Office.

1. 30% of total fee under Deliverables 1 upon submission of the final draft of the publication.
2. 30% of total fee under Deliverables 2 upon submission of the final draft of the materials.
3. 40% of total fee under Deliverables 3 upon submission of the finalized print-ready versions of the products.

All costs related to the assignment will be covered by RCO in Turkmenistan.

Contract Duration

Overall Contract Duration: 15 Mar- 1 Dec 2023

Estimated amount of actual time to worked (days, weeks, months): 60 Consultancy Days

Regular Working Hours (if applicable):

Total Remuneration: 4,900 USD

Payment Terms: Deliverables

Qualification Requirements/Evaluation Criteria

Education:

- Bachelor's Degree in graphic design or any other related qualifications including art and design.

Language:

- Fluency in English is required, knowledge of Russian would be an asset.

JFQ/JSQ:

- Minimum of 5 years experience in graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and color management. At least 3 examples of previous works to be listed is desirable.

- Strong theoretical and practical background in graphic design, including the use of design software such as Adobe Design Premium, In-Design, CorelDraw, Final Cut HD, web design tools such as Dreamweaver and Flash,

etc. is desirable

- Strong organization skills with a critical eye for detail.
- Previous experience of working on the CCA products and UNCT annual reports will be an asset;
- Strong interpersonal and teamwork skills; demonstrated client orientation, sensitivity
- to working in a multicultural environment;