

Terms of Reference –Graphic designer consultant

Deadline: August 20th, 2023

Duration: 6 months

Location: NA

Start date: September 1st, 2023

Background

Hivos:

Hivos is an international organization guided by humanist values, that works for a world where people can realize their full potential, unleashing their ingenuity and creativity to build fair, just and life-sustaining societies for themselves and generations to come. We work in partnership with others in the Middle East, Africa, Asia and Latin America in three impact areas: 1) civic rights in a digital age, 2) climate justice, and 3) gender equality, diversity and inclusion. Our approach is solution driven, and we build wider movements for change by amplifying and connecting voices. To ensure continuity and expansion of our work, we aim to diversify our sources of funding and increase our funding base.

Green Works and CFJT programmes:

Green Works aims to empower young men and women to find a decent job in the Green Economy which Hivos defines as future proof. Such economies are anticipated to continue growing and will require young people to have a new skill set that is not tackled within the traditional education systems. In order to ensure that these economies are expanding in North Africa and that there is an adequate value chain supporting their growth, Hivos also aims to stimulate the formation of innovation clusters that are feeding these economies with viable business solutions.

The Challenge Fund for a Just Transition programme aims to contribute to climate change mitigation by supporting green Small and Growing Businesses (SGBs) in North Africa and providing sustainable decent jobs for more than 10.000 people in the region's green transition process.

Purpose and Scope

Hivos is seeking a consultant to support the Green Works and CFJT's Programme Staff in graphic design and communication materials and activities.

Specifically, the consultant will support the programmes' team and the Programme Manager in:

- Developing creative and visually appealing designs for a range of communication materials, including but not limited to publications, brochures, logos, posters, infographics, newsletters, social media graphics, and reports.
- Develop a visual identity for the CFJT programme.
- Collaborating with the programme teams to understand their communication objectives and translating them into effective visual concepts.
- Ensuring all designs align with Hivos branding guidelines and maintain consistency across different platforms and materials.
- Incorporating feedback and making necessary revisions to designs based on input from stakeholders and team members.
- Staying up-to-date with design trends, tools, and techniques to continuously improve the quality and impact of visual communication.
- Managing and organizing graphic design assets, including image libraries, templates, and project files.
- Implement other design and communication related requests as needed.

Timeline

The assignment does not have a fixed location. The duration of the assignment is 6 months, starting on 1st September 2023 (final details on total working days, exact deliverables and budget to be confirmed with the consultant during contracting).

Competencies

The ideal candidate for the graphic designer consultancy position should possess the following qualifications

- A strong portfolio showcasing a range of creative and professional graphic design work.
- Proficiency in graphic design software, such as Adobe Creative Suite (Photoshop, Illustrator, InDesign).
- Solid understanding of design principles, typography, color theory, and layout composition.
- Excellent attention to detail, creativity, and an ability to deliver high-quality designs within tight deadlines.
- Good communication skills and the ability to collaborate effectively with programmes' team and stakeholders.
- Fluency in written and oral English and Arabic is a must; French is an asset;
- Experience working with international agencies/NGOs is an asset.

SKILLS & BEHAVIOURAL COMPETENCIES REQUIRED

- Well-organized
- Flexible
- Strong integrity, reliable and sense of accountability
- Positive, team player attitude, and able to work with a diverse team.
- Great with time management and workload management.

How to apply:

We invite interested consultants with the relevant skills, experience and connections to submit the following:

1. An expression of interest demonstrating why you are the right person(s) for this assignment;
2. A Curriculum Vitae that supports your expression of interest;
3. A financial offer (daily rate)
4. At least two reference contacts

5. A portfolio showcasing a selection of design projects.

This assignment is commissioned by the Hivos MENA Hub. The communication Officer will be assigned to communicate regularly with the consultant and provide her/him/them with relevant documents and connections to people in Hivos. The consultant will present deliverables to the assigned contact person for feedback and input. Detailed information on deliverables will be discussed during interview stage.

Please apply by **August 20th, 2023**. The above documents. need to be submitted in English to Hivos via e-mail to: menaprourement@hivos.org Please write "Graphic design Consultancy" in the subject of your email.

Hivos reserves the right to modify or cancel this vacancy announcement at any time.