

ORGANIZATIONAL OVERVIEW

Right to Play (RTP) is a global organization that uses the transformative power of play to educate, protect and empower children facing adversity. We were founded in 2000 by Johann Olav Koss, social entrepreneur and a four-time Olympic gold medalist.

Right to Play Lebanon works on the following objectives:

- Enhancing the quality of education for boys and girls (6-12 years) in Lebanon
- Improving the quality of formal and non-formal education for Syrian refugee and host community children (12-17 years) to provide positive learning environments and increase retention in formal education.
- Provide youth with the necessary skills to better equip themselves to access the job market and mitigate risk factors impacting their lives.

Right to Play is seeking a **graphic design consultant** to lead on the design and the communication of RTP's various multimedia outputs. The consultant will be required to interpret RTP's needs and to design solutions with high visual impact.

1. Objectives

To increase communities' access to intuitive, practical, and easy-to-implement brochures, leaflets, and videos.

2. Responsibilities, tasks and deliverables

- Ensure that all publications, reports and products are produced in line with RTP's and donors requirements/policies.
- Implement the graphic guidelines in all RTP communication products.
- Design of reports and other communication materials for printing.
- Improve and edit art work, photos, charts and other graphic elements.
- Layout and design information and communication materials (t-shirts, banners, posters, booklets, leaflets, books, bulletins, flyers, cards).
- Create different illustrative materials such as animation, presentations and design.
- Deliver creative graphic and technical solutions for use of new media.
- Lead on the administration and communication of RTP social media platforms and getting in touch with RTP teams on actions needed and feedback acquired.

Activity/Task	Expected TimeFrame
One day meeting with the, Country Director, Program Manager, Project Officers, and Human Resources officer to understand more the team dynamic and to have a clear idea about our work and what we do	April 22, 2020
Submission of created designs of leaflets and infographics	May 04, 2020
Reviewing and finalizing submitted leaflets and infographics in accordance with the created design	Ongoing
Posting and accumulating results and feedback from Social Media Platforms	Ongoing
Ensuring that videos are following RTP’s guidance of producing multimedia materials	Ongoing

Submission of proposal: Monday, April 15, 2020

Decision to award contract: Friday, April 20, 2020

Meeting RTP team: Monday, April 22, 2020

Consultancy timeframe: 15 to 20 half days maximum starting April 27, 2020

3. Qualifications of the consultant

A consultant is needed who should have the following competencies and experience:

- Strong 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.;
- Show a clear and mature style of design, demonstrating an understanding of the communication requirements of RTP

- Proven experience of graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and color 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.
- Working experience in development or humanitarian environment is desirable.

7. Proposal submission

Interested Individuals are requested to submit the following documents:

- Cover letter/expression of interest which mentions the per diem rate in LBP or in USD with an exchange rate. The letter should also include the MOF registration if applicable and should be signed and dated
- CV of the applicant
- Two exemplary designs of previously accomplished work

The proposal must be submitted no later than Monday, **April 15, 2020** to Ms. Rayane Tarabah, Human Resources Officer, Right to Play Lebanon at: rtp.lebanon@righttoplay.com. Incomplete proposals will not be considered.

The following should be clearly stated in the email heading: “**Graphic Design Consultant**”. Early submissions are encouraged and appreciated. While we thank all applicants for their interest, only those selected for interviews will be contacted. Competitive budgets would be considered.

Right to Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

To learn more about how we are and what we do, please visit our website at www.righttoplay.com