



Terms of Reference

Graphic Designer – COVID Project

Innovation for Change – Pacific is looking to engage a **Graphic Designer Short Term Consultant** / to layout and design publications.

BACKGROUND

The Pacific Hub is the newest I4C Hub and came together after a youth co-design workshop concluded in Fiji during ICSW 2017 that determined a loose organisational structure and potential products and services.

However, the Pacific region, described as the Ocean States, is home to diverse cultures and traditions beyond the Asian continent. This diversity gives the Pacific region its own unique identity, and because of its geographic location, it has its own set of challenges and needs.

One of the main challenges this region faces is the lack of inclusion and visibility, mainly due to the Pacific being identified as part of the Asia-Pacific region in international development conversations. Due to smaller populations, data gets clumped with larger Asian nations rendering it inconclusive of showing the real challenges faced by the region.

In response to the need to be seen and related to as a separate stand-alone region with its challenges and opportunities, today we have youth leading a Pacific innovation hub that would work specifically with Pacific Island Civil Society Organisations (CSOs).

OBJECTIVES

- The overall objective of the assignment is to creatively design, do the layout work and provide the InDesign and camera-ready versions (both web and print versions) of a total of 4 Factsheets and One Study report, following I4C branding and publication guidelines.

EXPECTED PROJECT OUTPUTS

- To layout and design an Estimated 60-100 page report with cover design
- To layout and design Four Fact sheets, A4 Size, double-sided.

TIMELINE

10 Days

TERMS OF PAYMENT

The Research Consultant will receive:



40%	Signing of Contract
60%	Final Submission Designed Print Ready Files

COMMUNICATION, COORDINATION & REPORTING

The Graphic Designer will communicate an report directly to the Hub Coordinator, Sushil Patel.

Education

Qualification in Graphic Designer work and experience of 2 or more years doing graphic designing.

Functional Competencies:

- Experience in producing corporate products;
- Demonstrated ability to meet deadlines and work under pressure.

Behavioural Competencies:

- Ability to be flexible and respond to changes to text/layout as part of the review and feedback process;
- Strong interpersonal skills, able to communicate and work with diverse people;
- Participate effectively in team-based, information-sharing environment, collaborating and cooperating with others;
- Focus on impact and results for the client.

The Short-term Consultancy will be a close recruiting process on recommendation from Pacific Centre for Peacebuilding and I4C-Pacific. However, the following information will be required to be submitted to PCP and I4C to meet due diligent process and selection; should nominated Candidates be more than one.

Interested individual consultants must submit the following documents/information to the **appropriate emails** provided below to demonstrate their qualifications:

1. Proposal explaining why they are the most suitable for the work, drawing on their knowledge and previous experience and examples
2. Personal CV and at least 3 references.
3. **Financial proposal** specifying the fees per deliverable. All costs envisaged to complete the consultancy must be included in the financial proposal as a separate line. **Please send all documents to pacific@innovationforchange.net**