

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title: Graphic Designer	Funding Code:	Type of engagement <input checked="" type="checkbox"/> Consultant	Duty Station: Kinshasa Home Based
<p>Purpose of Activity/Assignment:</p> <p>Present in the Democratic Republic of the Congo (DRC) for more than 60 years, UNICEF DRC is the largest country office in Africa and one of the largest globally. UNICEF implements both humanitarian and development programmes in DRC and is increasingly following the humanitarian-development-peacebuilding “nexus approach” to ensure joined-up, coherent and mutually reinforcing interventions. Working in close collaboration with the donor reporting unit and programme sections, one of the main priorities for the Communications and Advocacy team is to showcase UNICEF DRC’s lifesaving and lifechanging results for children to external audiences via a variety of print, digital and social media materials.</p> <p>UNICEF DRC is looking for a graphic designer to ensure that these materials are laid out in an attractive and easy-to-digest format in line with UNICEF style and brand guidelines.</p> <p>The graphic artist will produce appealing material for fundraising, reporting, events and visibility. He or she will report to UNICEF DRC’s Chief of Communications and Advocacy.</p>			
<p>Scope of Work:</p> <p>Produce high-quality communications, advocacy and fundraising assets for the government, donors, media and the general public.</p> <p>Tasks will include the production of factsheets, infographics, briefs, reports, presentations and other communications and advocacy material.</p>			
<p>Deliverables :</p> <p>Deliverables will include factsheets, infographics, briefs, reports, presentations and other communications and advocacy material.</p>			
<p>Child Safeguarding</p> <p>Is this project/assignment considered as “Elevated Risk Role” from a child safeguarding perspective?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply:</p> <p>Direct contact role <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:</p> <p>Child data role <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):</p> <p>Approximately 2 hours per week.</p> <p>More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates</p>			

Budget Year: 2024	Requesting Section/Issuing Office: Communication	Reasons why consultancy cannot be done by staff: We do not currently have a dedicated member of staff within the communications and advocacy team who has the skills required to undertake this work to the standard and quality required.
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both		Request for: <input checked="" type="checkbox"/> New Consultant Contract <input type="checkbox"/> Extension/ Amendment
Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		
If Extension, Justification for extension:		
Supervisor: Lianne Gutcher Chief communication and Advocacy	Start Date: 1 Nov 2024	End Date: 31 October 2025

Work Assignments Overview	Deliverables/Outputs	Delivery deadline
PowerPoint presentations	One for DRC Country Office (approx. 15 slides) One for Communications and Advocacy Team (approx. 8 slides)	February 2025
What we do – business card format	1	Jan 2025
Factsheets	10 2-page factsheets (1 for each section) 2 4-page factsheets (emergency response and eastern DRC updated as required throughout year)	May 2025 As required throughout year
Investment cases	7 4-page investment cases produced throughout the year	As required throughout year
Infographics	4 2-page per year (updated as required throughout year)	As required throughout year
External annual report	1 external annual report (15 pages)	April 2025
Environment forum materials	Invitations and briefing pack for invitees	Jan 2025
8 other products	8 other products yet to be specified as required during the year (report layout, factsheet, infographic etc)	As required throughout year

Minimum Qualifications required Minimum requirements to consider candidates for competitive process	Knowledge/Expertise/Skills required Listed requirements will be used for technical evaluation in the competitive process
<input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other	

<input type="checkbox"/> An undergraduate degree plus 5 years of progressively responsible and relevant professional work experience.	<input type="checkbox"/> 5 years of progressively responsible and relevant professional work experience in external communication, and in the production of professional design outputs, in line with UNICEF's brand and style books. ; <input type="checkbox"/> Knowledge and experience in working in French and English on child rights themes.
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Applicants will be asked to submit online at the time of application:

- CV
- Cover letter/expression of interest
- Portfolio or work samples

Applicants are invited to submit their financial bids

Description	Unit (day/mois)	Quantity (day/month)	Unit price (\$)	Total cost (USD)
Daily/monthly fee				
Monthly or daily DSA	N/A			
Monthly communication/internet package (if applicable)	N/A			
Economy class air tickets (most direct route)	N/A			
Car hire (if applicable)	N/A			
Other	N/A			
Total				

Evaluation Criteria (This will be used for the [Selection Report](#) (for clarification see [Guidance](#)))

A) Technical Evaluation (e.g. maximum 75 Points)

B) Financial Proposal (e.g. maximum of 25 Points)

The criteria for selecting candidates is based on qualifications, skills, expertise and experience in the required field, and the quality of the technical and financial proposal. Each application will be evaluated first on its technical merits and then on its cost.

The technical offer will be marked out of 75, with a cut-off point of 50. The financial offer will be marked out of 25 and the maximum number of points will be awarded to the lowest financial offer of the qualified technical offers, with the other offers receiving a mark inversely proportional to the lowest financial offer. The best offer combining the 2 scores will be selected.

Selection Criteria	Maximum Points (75)
1.1 Educational background	25
1.2 Relevant work experience	50
1.3. Other, if applicable	
1.4. Other, if applicable	
1.5. Other, if applicable	
Total Technical	75

Remarks:

Individuals engaged under a consultancy will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants. Consultants are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected consultant is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultants are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. The vaccine mandate, does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations, or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.