

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Training on Adobe Photoshop and Adobe InDesign software - Individual contractor Part-time		<input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time *	Bujumbura
<p>Purpose of Activity/Assignment: This training will allow CAP team to learn all the basics of how to use Adobe InDesign, and Photoshop, two of the major tools used by graphic designers.</p> <p>At the end of this training, CAP team will be able (1) to edit and manipulate photographs and imagery and (2) to create flyers, brochures, factsheets, newsletters, etc. using InDesign software</p>			
<p>Scope of Work:</p> <p>As a prelude to the training course, the selected consultant shall take a maximum of 2 days to:</p> <ul style="list-style-type: none"> • produce and present a concept note describing the methodology and its timetable, an indicative list of actions to be carried out, as well as the detailed work plan in order to achieve the goals in 3 days • Develop training modules on Adobe Photoshop, and InDesign <p>At the end of the training, the consultant will need 1 day to produce a detailed end-of-mission report with relevant recommendations on the proper use of the main graphic design tools</p> <p>The training itself will take 3 days, according to a detailed programme proposed by the consultant</p> <p>The latter must:</p> <ul style="list-style-type: none"> - Conduct a highly participatory and practical training course, based on dynamic and creative learning techniques, to strengthen the skills of the CAP team - Illustrate the presentations with concrete practical cases - Ensure that at the end of the training, the CAP team can easily use Photoshop and InDesign software in their everyday work, in accordance with UNICEF graphic charter 			

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget (BIF)
Present a concept note describing (1) the methodology and (2) its timetable (3) an indicative list of actions to be carried out, as well as the detailed work plan in order to achieve the goals in 3 days (to edit and manipulate photographs and imagery and to create flyers, brochures, factsheets, newsletters)	A Concept Note or Methodology Note with a plan for carrying out the assignment		
Develop training modules on Adobe Photoshop, and InDesign	Training modules on Adobe Photoshop, and InDesign developed and available		
Conduct a highly participatory and practical training course on Adobe Photoshop & InDesign	Training course conducted		
Produce a detailed end-of-mission report with relevant recommendations on the proper use of the main graphic design tools	A validated final mission report		

Estimated Consultancy fee			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)	N/A		
DSA (if applicable)			
Total estimated consultancy costs¹			
<p>Minimum Qualifications required*:</p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <ul style="list-style-type: none"> - have a university or college degree in one of the following fields: Communication, graphics/design, IT development, social sciences or other equivalent fields <p><small>*Minimum requirements to consider candidates for competitive process</small></p>	<p>Knowledge/Expertise/Skills required *:</p> <ul style="list-style-type: none"> - at least 3 years of experience on computer graphics, multimedia communication, and design work - provide copies of completed products as a graphic designer. Working experience with UNICEF, UN System or development institutions is an asset - Have good ability to teach, mentor and motivate - Have proficiency in InDesign and Photoshop and good knowledge of multimedia communication <p><small>*Listed requirements will be used for technical evaluation in the competitive process</small></p>		

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

Individuals engaged under a consultancy or individual contract 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 and Individual Contractors. Consultants and individual contractors 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 candidate 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 candidates 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. It 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.
