



Regional Office for Arab States

Terms of Reference for Designer Consultancy

To create and design factsheets for selected evaluations at the ILO ROAS

1. BACKGROUND

The ILO's Monitoring & Evaluation team at the Regional Office of Arab States (ROAS) is responsible for the management and coordination of the projects' evaluations in the region that result in a series of recommendations and best practices. In an attempt to ensure a better dissemination and utilization of the evaluation results and conclusions, the team is seeking support to develop visual products in the format of factsheets to provide oversight of selected evaluation activities funded by regular budget and/or donor agencies of the ILO. This comes in line with the office's strategic focus on knowledge generation and in accordance with EVAL's communication strategy – as part of ILO's Evaluation Strategy 2018-21 – which calls for the development of new initiatives, products and services.

2. OUTPUTS

Quick facts

In line with the ILO's [brand identity](#), the consultant will:

- Create 2 two-page fact-sheets (quick facts) for specific content in each of English and Arabic language (total four factsheets). This includes 1 fact sheet for Iraq RBSA Project final independent evaluation and one additional factsheet for to-be-determined evaluation.
 - The consultant will be provided with the content of the fact sheets as well as a design template to follow. Examples can be found in the following links:
 - https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_760086.pdf
 - https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_760397.pdf

3. TIMELINE

The timeframe for the contract starts in May and ends in July with total 14 working days.

4. Payment Schedule

The consultant will be paid on rolling basis after each deliverable has been accepted by ILO officials.

- i. 50% of the overall fee against the first factsheet in English and Arabic approved by ILO officials
- ii. 50% of the overall fee against the second factsheet in English and Arabic approved by ILO officials

5. MANAGEMENT ARRANGEMENTS

The consultant will work off-site, providing all necessary computer equipment with necessary software programs and internet connectivity to complete the work within the contract's timeframe. Communications between the consultant and the M&E Officers will take place via an online platform (Skype, Teams, or zoom), email and/or phone.

6. QUALIFICATIONS

- BS/BA (Fine Arts, Graphic Design, Communication, Marketing, Advertising, or related field.)
- At least 3 years' experience in producing visual layouts and designs
- Proficient in using design software programs
- Previous experience in translating information into visuals/ factsheets
- Proficient and able to communicate in a clear, positive manner
- Proficient in English and Arabic language

7. APPLICATION

Interested candidates are asked to send the below documents to tsuruoka@ilo.org and alrifai@ilo.org:

- CV
- At least two similar visual products developed by the candidate in the past
- A financial proposal including the overall fee with a breakdown.

Deadline for applications is May 4 , 2022.

8. ROAS CONTACT

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