

Terms of Reference: External Consultant – Designer for publications of ILO projects and activities in Iraq, Syria and Yemen

May-December 2023

Background and context

The ILO in Iraq, Syria and Yemen is working closely with its tripartite partners – governments, workers and employers – to implement programmes that promote decent work and job creation for women and men across communities.

In Iraq, ILO's work is guided by the Decent Work Country Programme (2019-2023), ILO's main vehicle to implement its decent work agenda and deliver policy, institutional and development cooperation support to member states.

In Syria, recent work has focused on the implementation of an emergency employment scheme in Aleppo, to help restore the livelihoods of people affected by the earthquakes which struck Türkiye and Syria in February 2023.

In Yemen, ILO's interventions in the country have been focusing on building resilience and enhancing the livelihoods of the most vulnerable persons and communities, through the creation of short- and long-term sustainable employment, building the capacity of national institutions and access to basic services and decent work.

Objective of assignment

The ILO is seeking an external collaborator to provide designs for a range of products related to ILO's work in Iraq, Syria and Yemen, such as studies and reports; briefs and factsheets; social media cards and non-digital communications products in Arabic and English.

Work Assignment and deliverables

Deliverables	Products	Description	Qty	Price Per unit	Total Amount (USD)
CONTENT FOR ILO IRAQ					
1	Full Report	50-60 page report with graphics/illustrations to highlight figures, tables	8		
2	Social Media cards and non-digital designs	Social media cards and other small non-digital designs related to ILO in Iraq	10		
CONTENT FOR ILO YEMEN					
3	Manuals	50-60 page manuals	6		
CONTENT FOR ILO SYRIA					
4	Factsheet	8-10 pages with basic graphics	3		
5	Report	50-60 page reports with graphics/illustrations to highlight figures, tables	2		

Timeframe

May-December 2023

Payments

The consultant will be paid in USD upon the completion and submission of each product task individually to the satisfaction of the ILO, and the receipt of invoice of the actual cost.

Required expertise

- Excellent knowledge of Adobe Creative software (Illustrator, InDesign and Photoshop);
- Proficiency in MS Office Publisher, Word, Excel and PowerPoint;
- Excellent knowledge of English and Arabic required;
- Knowledge of public information products software an asset;
- Meets deadlines and manages time efficiently.

Application and deadline

Interested applicants should submit a financial proposal for the above-mentioned deliverables, along with CV/portfolio to iraq-procurement@ilo.org no later than 18 May 2023.