Terms of Reference

Design and Editing of Knowledge Products and Communication Material

Location: Home-based
Type of Contract: Individual Contract
Post Level: International Consultant
Application Deadline: 14 January 2013
Starting Date: 21 January 2013
Duration of Contract: 1 year

Background:

The UNDP-UNEP Poverty Environment Initiative (PEI) is a global UN-led programme that supports country-led efforts to mainstream poverty-environment linkages into national development planning.

The PEI provides financial and technical assistance to government partners to set up institutional and capacity strengthening programmes and carry out activities to address the particular poverty-environment context.

As part of this effort, PEI has produced various knowledge products and communication materials targeting national and global audiences and practitioners who are working on mainstreaming environment into national development planning and the implementation that follows. These products would benefit from the experience and skills of a professional editor and graphic designer.

Purpose and scope of activity

The purpose of this assignment is to do graphic design, update, edit, make corrections, ensure quality control, consistency of language, key messages and conceptual usage of succinct and refined formats in readiness for publication of the following knowledge products and communications material:

- PEI 2012 Annual Progress Report (62 pages)
- Stories of Change (30 pages)
- PEI Handbook (120 pages)
- PEI Brochure (4 pages)
- Sub-Global Assessment briefing note (16 pages)

More precisely, the graphic designer and editor will be required to complete the following tasks:

1. Ensure that the design of the knowledge products and communications material highlight key messages and follows the UNDP-UNEP PEI publishing guidelines, the UN and PEI editor guidelines, and the PEI graphic design style guide;

2. Edit content and copy editing;

3. Design layouts of the knowledge products and communications material, including use of boxes, paragraphs, hyperlinks, cross-references (e.g. to glossary) and bullet points;

4. Design tables, boxes, figures, diagrams and graphics to accompany the text;

5. Use design techniques including color and formatting of the knowledge products and communication material making them easy to read, aesthetically pleasing, and consistent throughout.

6. Design the cover including illustration(s) and/or picture(s) and use of UN branding as per UN publishing standards.

7. Perform quality check and correct consistency in captions, headings and numbering throughout the publication, and other formatting issues.

8. Finalizing the design and format of the knowledge products and communication material making them ready for printing and for posting on the web.

9. Prepare PDF files for the printer and the web.

10. Check document for redundancy of language or content; where appropriate, make text more concise

11. Advise client on matters relating to redundancy, conciseness of text, and sequencing of material.

Deliverable and timeframe

The final deliverables should be made available in word and PDFs for the printers as well as for the web.

Delivery is required as follows:

Editing and graphical design of the following:

Knowledge product/Communication Material	Delivery Date	Number of days
PEI 2012 Annual Progress Report	May 31 2013	12 days
Stories of Change	January 31 2013	6 days
PEI Handbook	May 15 2013	24 days
PEI Brochure	March 15 2013	2 days
Sub-Global Assessment briefing note	April 15 2013	4 days
Total time required:		**48 days**

Supervision

The consultant will report to the UNDP EEG Policy Advisor, and work in close collaboration with the PEI Knowledge Management team and Donor Relations Programme Officer.

Professional experience

- Relevant university education at first or higher degree level
- At least 8 years of experience in graphic design and editing
- Experience with and access to design software such as InDesign, Pagemaker adobe software, QuarkXpress, or any other which
- Knowledge of layout requirements for printing, experience in preparing publication required
- Experience in editing/designing scientific or policy publications and research, especially related to environment and/ or international development is preferred
- Prior work experience with UNDP or UNEP is preferred
- Excellent English language writing and editing skills

Competencies

- Excellent professional editing/graphic skills
- Be familiar with UN and UNDP style manuals,
- Have a history of ability to deliver high-quality outputs on schedule

Requirement

Applicants are requested to attach a sample document which they have edited and designed as an individual assignment.

Criteria for the Assessment of Applicants:
•**Technical criteria (70%)**
a. Relevance of qualifications and specialized knowledge.
b. Prior experience with the UN system in designing and editing knowledge products and communication material.
c. Review of the samples of work submitted.

• Financial Proposal (30%)

Qualified and interested candidates should send their applications by e-mail to facility.unpei@unpei.org attaching their CV/P11 form, cover note, financial proposal and a sample of the most recent edited and designed (graphical) document.