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## **Terms of Reference for graphic design services for the Suriname Global Climate Change Alliance project**

### ***Background***

The Suriname Global Climate Change Alliance project falls under the Global Climate Change Alliance+ (GCCA+) programme of the European Union (EU) Global Public Goods and Challenges programme. The overall goal of this project is primarily to support Suriname in improving its current climate change adaptation capacity in two Expected Results Areas (ERA):

1. Expanding the existing knowledge base on effects of climate change and on developing tools and instruments that will allow developing targeted adaptation measures to the benefit of the entire population and
2. Strengthening capacities for mangrove conservation.

Outcome (ERA) 1 will focus on climate data collection, on the performance of the national meteorological service, on hydrological/hydraulic modelling as a basis for sustainable water resources management at country level, and on adaptive research in the agricultural sector aiming to reduce the sector's vulnerability to the negative effects of climate change. This is linked to the focal sector of the 11th EDF NIP, sustainable agriculture.

Outcome (ERA) 2 will address the problem of ongoing destruction of the mangrove ecosystems which provide a natural defense of the coastal area against sea level rise and erosion. The activities under this component are complementary to ongoing initiatives in this field and respond to priorities indicated by the national stakeholders concerned with mangrove conservation and coastal area management. In this sense, the project will facilitate the development of a mangrove strategy and the conduct of an economic (monetary) mangrove valuation study and improve the conservational management of the still abundant but threatened mangrove areas.

In both Expected Results Areas, the focus will be on the development of capacity to adapt to climate change and contribute to mitigation of climate change in Suriname. Knowledge and information generated by the project will be essential inputs for subsequent climate change mainstreaming into national policies and strategies in concerned sectors. The project will also directly contribute to global EU and international climate change commitments (REDD+, UNCCC, SIDS etc.).

### ***Overall scope of the work***

The Global Climate Change Suriname Adaptation Project (GCCA+) is seeking services of qualified persons or organizations for the production of original / high quality graphic design materials to disseminate work of the GCCA+ Project and its partners. The materials will follow UNDP branding and graphic guidelines and will be used to improve/develop the design and layout of publications, web content, presentations and other communication products.



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## ***Methodology***

- The incumbent is expected to work in close collaboration with the communications officer, and in consultation with GCCA+ PMU
- Meetings and communications will be coordinated by communications officer to agree on the deliverables and materials to be delivered. The deliverables may be delivered via email
- Copyright and ownership - All materials produced and other intellectual property will be solely owned by UNDP Suriname. Any material provided to the expert will remain the property of UNDP Suriname.

## ***Expected deliverables***

Deliverables will be determined in close collaboration with the communications officer and PMU, in relation to the content and information. Information and content will be shared by the communications officer or PMU, to be delivered as requested. Deliverables will encompass the following products:

- Original photos to illustrate presentations, web articles, and reports in thematic areas of GCCA+ work;
- Original illustrations for web articles, reports, brochures, posters, and other communication/ visibility materials for thematic areas of GCCA+ work;
- Graphic design/layout for GCCA+'s products such as but not limited to:
  - executive folder
  - general project brochure
  - factsheet
  - newsletter
  - monthly report
  - information brochures/pamphlet
  - calendar
  - power point presentation
  - poster
  - banner
  - folder
- Graphic design/layout template for web-project sites and web articles;
- Printing packages (all layout and design files, including pre-press for the printing house and web-versions) for publications and other communication products, such as reports, brochures, handbooks, leaflets, charts, photographs, posters, folders, etc.;
- All deliverables will be evaluated in collaboration with the Communications Officer and GCCA+ PMU. Frequent contact will be involved to meet desired results.



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### **Duration**

The contract will be effective from date of signing and will end on February 28<sup>th</sup> 2019.

### **Institutional Arrangements**

The consultant will report to GCCA+ PMU and the communications officer on a regular basis. The consultant will liaise with the communications officer and will support the consultant in the following:

- Access to all reports and data relevant to the assignment. These will include donor reports and project documents;
- Content and information for desired deliverables will be shared by GCCA+ PMU and communications officer to finalize in specific graphic format
- Share logo's, photo's content and files for graphic design

### **Qualifications**

- At least 2 years of working experience in Graphics Design with background in graphic design, including the use of design software such as Adobe Design Premium, In-Design, CorelDraw, Final Cut HD, web design tools such as Dreamweaver and Flash.
- At least 2 years of experience in graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and color management;
- At least 2 years of working experience in page layout and design
- Clear and mature style of design, demonstrating an understanding of the communication requirements of GCCA+
- Knowledge of standard software packages, including MS Office– MS Access–MS Visio – Adobe Acrobat;
- Fluency in English and Dutch is required;
- Working experience in development or environment is of added value;

### **Timeframe**

All production should be finalized based on required monthly deliverables and publications needed for GCCA+ visibility. Deadlines for each deliverable will be done in close collaboration with the GCCA+ PMU and Communications Officer.

### **Payment**

- Services will be delivered on an on-call basis and paid in Surinamese Dollars upon successful completion of each assignment

### **Administration**

- This is a local consultancy
- Applicants should provide graphic samples and relevant written documents as prove that they meet the qualifications described in this ToR
- Quotations should be valid for 90 days