

## **Design and Animation for Climate Change Communication**

**Project Name:** Lebanon's First Biennial Update Report

**Reference Number:** 00086912

**Consultancy:** Graphic designer for the design of publications related to climate change

### **I. Background**

The UNDP Climate change project at the Ministry of Environment project intends to recruit an individual consultant for the design and printing layout of a series of publications related to climate change. The individual consultant will work, in cooperation with project management team, to develop the overall design of the publications, prepare page layout, fill in text and graphics and follow-up the printing of the reports with an approved printing agency.

### **II. Activities:**

Under the direct supervision of the project management team, the Contractor's responsibilities are the following:

1. Concept Design of reports:
  - Concept Design and layout (including art work) of one sectoral technical report (100 to 150 pages - word file)
  - Concept Design and layout of a teacher's guide to climate change (200 pages- word file) (text, games, art work, exercises, other communication)
  - Concept Design and layout (including art work) of the third national communication report (300 pages – word file )
2. Design development and oversee of the printing process
  - Adopt same layout of the sectoral technical report for 10 reports
  - Edit text and graphics for the 10 technical reports
  - Concept design and development for the teacher's guide to climate change
  - Oversee production and printing of publications. Present blueprint for approval

All texts and graphics will be provided by the project management team. Art Work will be provided by the consultant. After contract signature, the selected consultant has to present up to three options for each design layout to the project management team for selection of one.

### **III. Deliverables:**

The consultant is expected to complete and submit the deliverables specified in the above section based on the following time schedule. Expected overall duration for project completion is **3 months** from date of contract signature. The consultant should estimate the number of work-days or work hours required

in order to deliver all outcomes. All original files should be delivered in their original form, including the files in both Pdf and illustrator format.

The deliverables include the following:

Task	Payment	Deliverables	Potential dates
1	50%	Basic design templates of all reports (i.e. chapters separators, fonts, colour, heading/sub-heading solutions, pagination, references)	2 months after contract signature
2	50%	Design development and text filling	3 months after contract signature

#### **IV. Qualifications:**

The Consultant should possess the following minimum qualifications:

- a. A degree in in audio-visual studies or graphic design.
- b. A minimum of 5 years of relevant experience in design of similar work
- c. Proficiency in needed software for design
- d. Excellent communication and organizational skills.