

## Terms of Reference (TOR)

**Post title:** *Report Graphic Designer*

**Location:** *Amman, Jordan*

**Duration of Contract:** *12 weeks*

**Project:** *Accelerator Lab Jordan*

### 1) BACKGROUND

The United Nations Development Programme (UNDP) is the United Nations largest provider of grant funding for development and is the main body for coordinating UN development assistance. UNDP has over 7,000 staff working throughout a global network of over 136 country offices in every major developing region and its Headquarters in New York. UNDP's purpose is to help developing countries, and countries moving from centrally planned to market economies, build capacities for "sustainable human development" - development that centres on people. In 2019, UNDP built the world's largest and fastest learning network on sustainable development challenges thanks to the Federal Ministry for Economic Cooperation and Development of Germany and the Qatar Fund for Development as founding investors, and support from Italy and UNDP core donors.

We are part of UNDP's global policy teams and country offices. Our 270 Lab team members bring bright, unusual talent into the development sector. 68 percent of us have experience in prototyping; 55 percent can work with citizen generated data; and 29 percent can perform tasks related to artificial intelligence and machine learning. We are part of UNDP's drive to be an incubator for the future. To accelerate progress towards the 2030 Agenda, we need to be fast and curious. The Accelerator Labs are designed to close the gap between the current practices of international development in an accelerated pace of change. They model a new capability to make breakthroughs on the future of development: inequality, decarbonization, the 4th industrial revolution and new forms of governance. To read more about the labs' network, please refer to <https://acceleratorlabs.undp.org/>.

In the past, the Accelerator Lab worked on an electricity bill redesign experiment, which tested how well people understand the current bill design, and how an improved, more user-friendly design could help people better understand their consumption patterns, and as a result, might cause people to change their energy consumption behaviours.

### 2) OBJECTIVES AND EXPECTED OUTPUTS/DELIVERABLES

Accelerator Lab Jordan is looking for a **Graphic Designer** to support its knowledge dissemination activities for the Electricity Bill Experiment.

#### Expected outputs:

#	Deliverables	Target date
1.	4-5 Data visualisations of surveys results	After 1 week of

		signing the contract
2.	1 Infographic for the journey behind the experiment	After 1 week of signing the contract
3.	1 Infographic for the comparison between new and old design	After 2 weeks of signing the contract
4.	1 Full report design	After 2 weeks of signing the contract
5.	3-4 social media posts designs using the experiment's content, in both Arabic and English (6-8 total)	After 3 weeks of signing the contract
6.	1 Email image teaser	After 3 weeks of signing the contract

### 3) QUALIFICATIONS OF THE SUCCESSFUL CANDIDATE

Interested applicants shall send their CV and Required qualifications are:

- Three years of paid or unpaid experience in the field of graphic design.
- Experience with Adobe Creative Suite.
- Fluent in both Arabic and English.
- Experience in designing for Arabic and English written content.

**Along with your application, kindly attach:**

- A portfolio (pdf or online) of previous work in the field of graphic design, data visualisation, infographic design, report design, or other related design work in **Arabic and/or English**.

### 4) INSTITUTIONAL ARRANGEMENTS AND SCHEDULE OF PAYMENTS

#### Institutional Arrangements

- The contractor will report to the three heads in Accelerator Lab Jordan.

#### Schedule of payments

Payments will be made as follows:

Output	Percentage	Due Date
4-5 Data visualisations of surveys results	20%	After 1 week of signing the contract
1 Infographic for the journey behind the experiment	10%	After 1 week of signing the contract
1 Infographic for the comparison between new and old design	10%	After 2 weeks of signing the contract
1 Full report design	30%	After 2 weeks of signing the contract
3-4 social media posts designs using the experiment's content, in both Arabic and English (6-8 total)	20%	After 3 weeks of signing the contract
1 Email image teaser	10%	After 3 weeks of signing the contract

## 5) EVALUATION

**Short listing** criteria:

Criteria	Weight
3 years of experience	35%
Solid experience in Adobe programs	30%
Experience in Arabic and English content	35%

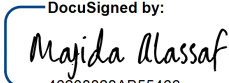
**Short listed applicants will be evaluated based on the following methodology:**

Cumulative analysis: when using this weighted scoring method, the position should be offered to the applicant whose application has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a predetermined set of weighted technical and criteria specific to the solicitation.

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
<ul style="list-style-type: none"> <li>Previous professional experience</li> </ul>	20%	20
<ul style="list-style-type: none"> <li>Portfolio</li> </ul>	50%	50
<u>Financial</u>	30%	30

## 6) Signatures

UNDP Signature	IC Signature
Majida Alassaf  46208020AB55466...	