

TERMS OF REFERENCE

FOR THE CONSULTANCY CONTRACT FOR A GRAPHIC DESIGNER

Position Title: Graphic Designer for Reports on Planned Relocation and Evacuations in the Caribbean.

Duty Station: Remote. Work may be conducted off-site.

Type of Appointment: Consultancy through **September 10, 2021**

Start Date: July 5, 2021

End Date: September 10, 2021, with deliverables due August 27, 2021

1. **Objective:** IOM seeks a qualified designer to illustrate, design and layout pieces for printed materials and to develop digital and printed products for two reports, one focused on planned relocation in the Caribbean and the other focused on evacuation policy and practice in the Caribbean. This activity is to be carried out under the management of the International Organization for Migration (IOM), under the Western Hemisphere Migration Program, funded by the United States Department of State Bureau of Population, Refugees, and Migration (PRM).
2. **IOM Project to which the consultancy is contributing:** Western Hemisphere Program, regional activities focused on planned relocation and evacuation.

General functions

3. Under the overall guidance of the Research Officer, Research Coordinator, and Western Hemisphere Program Support Officer for the Caribbean, the consultant's functions will include:
 - a. Creating the layout and related products of the study on planned relocation in the Caribbean, approximately 80 pages, in strict accordance with IOM publication and branding guidelines in both online and print formats;
 - b. Creating the layout and related products of the study on evacuations in the Caribbean, approximately 80 pages, in strict accordance with IOM publication and branding guidelines in both online and print formats;
 - c. Creative design and presentation of text, photos, graphics, and other elements within the reports;
 - d. Create the layout and design for two executive summaries of 2 pages each and an anticipated 9 briefs of 1-2 pages each
 - e. Design digital graphic materials for online presentation on websites, social media, or presentations;
 - f. Others as required.

Tasks	Deliverables
July 2021	
Design presentation (in compliance with IOM standards)	July 9: "Look and feel" of planned relocation report and evacuation report
First draft of full planned relocation report	July 16: Full planned relocation report with text and infographics
First draft of full evacuation report	July 23: Full evacuations report with text and infographics
First draft of executive summaries	July 30: Second draft of planned relocation report and first draft of 2 executive summaries
	Deadline: July 30, 2021
August 2021	
First draft of 9 briefs	August 6: Second draft of evacuation report and first draft of 9 briefs
Final drafts of planned relocation report, evacuation report, 2 executive summaries, 9 briefs, and graphics	August 13: Final draft of planned relocation report and final draft of 2 executive summaries
	August 20: Final draft of evacuation report and final draft of 9 briefs
	August 27: Finalization of any remaining edits and completion of graphics for websites, presentations, and social media
	Deadline: August 27, 2021

The consultant will provide a report of products designed by IOM's request, as a precondition for agreed payment.

Experience required

Must have experience in the following:

- Professional use of Adobe Illustrator, InDesign and Photoshop,
- Skills in layout and design for professional and academic reports,



- Professional use of Power BI is highly advantageous,
- Working with United Nations or other international agencies is also advantageous.

APPLICATION REQUIREMENTS

To apply for this consultancy, please provide a CV of your personal or company experience and a portfolio with relevant experience and products, and a motivation letter. Applications without these elements will not be considered. Please send applications to COSanJoseVacancies2@iom.int, referring on the subject to the position as "Graphic designer for reports on relocation and planned evacuations in the Caribbean."

All editable files will be provided to IOM at the end of the consultancy. All produced images, editable files, and the layout of the products developed from the consultancy are property of IOM.