

REQUEST FOR EXPRESSIONS OF INTEREST

INDIVIDUAL CONSULTING SERVICES

African Development Bank

Office of the Special Envoy on Gender

Rue Joseph Anoma, 01 BP 1387

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Email: b.jones@afdb.org

CC: e.gregorio@afdb.org and r.ijimbere@afdb.org

Brief Description of the Assignment: The Office of the Special Envoy on Gender (SEOG) produces a number of knowledge products, reports, brochures, pamphlets, presentations and other gender-related work. It is in the context of enhancing the appeal of these publications and knowledge products – both in electronic and print format – which the SEOG Unit seeks to recruit an experienced graphic designer. These materials will be designed and formatted in a fashion that retains the visual identity of the Bank, as provided by the Communication Department (CERD) of the Bank.

***Department making the request:* Office of the Special Envoy on Gender (SEOG)**

***Period of Assignment:* 12 months with possibility for renewal**

***Expected Start Date of the Assignment:* 1 February 2017**

***Last Date for Expressing Interest:* 10 January 2017**

***Expression of Interest to be submitted to:* Basil Jones b.jones@afdb.org; and Emanuela Gregorio e.gregorio@afdb.org and copy Rosine Ijimbere r.ijimbere@afdb.org**

Roles and Responsibilities

The main objective of the consultancy is the provision of graphic design services to support the communication and knowledge dissemination products and activities of the department. Detailed responsibilities are:

1. Create genuine layout/templates for SEOG publications in close coordination with CERD in keeping with the Bank's branding. The layout will be prepared for both electronic and print media, and in both English and French. Each layout will be designed specifically for the audience for which the publication is intended;
2. Using the graphic data (also supplied by ERCU), the consultant will harmonize different communication products of the department that are presented to the public (publications, presentations, reports, brochures, banners). The materials will be made available in both electronic and print format;
3. The consultant will coordinate copy editing, ensuring all corrections have been inserted;
4. The consultant will design and layout publications in close cooperation with the author/task manager;
5. The consultant will also improve or create charts, maps, and graphs and advise in the selection of photos to accompany communication materials;
6. The consultant will work under the supervision of SEOG, and will interact with other concerned departments of the Bank as needed, especially CERD.

Place of work and work schedule

Given the specificity of the necessary equipment for the graphic work, the consultant may work remotely in their office. Upon request, the consultant should be prepared to work at the premises of the Bank or through teleconferencing. The schedule for each assignment will be set in collaboration with the department and respective task manager.

Consultants Profile

Qualifications:

- Advanced degree in communications and/or related discipline;
- Minimum of 8 years relevant work experience;
- Competent in the use of standard software applications (MS Word, Power Point, Excel);
- Good writing skills;
- Fluent in English and/or French language;
- Be a national of one of the member countries of the Bank;
- The successful entity is required to meet the following criteria:
- Strong theoretical and practical background in graphic design, including the use of design software such as Adobe Design Premium, In-Design, CorelDraw, web design
- Tools such as Dreamweaver and Flash, etc.
- Proven experience of graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and colour management;
- Good understanding of new and evolving technologies and digital platforms;
- Knowledge and influence on social media;
- Ability to adapt in a changing media and technology landscape;
- Previous experience of working with AfDB and International donors as a value added;
- Ability to work in close coordination with other team members;
- Excellent communication skills and analytical capacity;
- Excellent verbal and written skills either in English or French with a working knowledge of the other;
- Ability to work on multiple tasks and under tight time constraints;
- Swift and solid response and reaction time;
- Excellent computer skills;
- Attention to details.

Women are strongly encouraged to apply.

The AfDB invites eligible consultants to indicate interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (curriculum vitae, description of similar assignments, experience in similar conditions, availability of appropriate skills etc.).

Assumption of duties and Duration of Contract

The successful applicant may be expected to assume duties by **1 February 2017** and be completed over a period of (12) months, i.e. from February 1, 2017 to February 1, 2018. Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "Rules and Procedures for the use of Consultants May 2008 edition, revised July 2012" which is available on the Bank's website at <http://www.afdb.org>.

Interested consultants may obtain further information at the address below from Monday to Friday during office hours (8.30 a.m. – 5.30 p.m. GMT).

Expressions of interest must be delivered to the email address below not later than **10 January 2017 17h30 p.m. GMT**.

Basil Jones

Advisor to the Special Envoy on Gender

African Development Bank

Office of the Special Envoy on Gender

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