



## **Terms of Reference of GRAPHIC DESIGNER**

<b>Organisation:</b>	Caucasus Network for Sustainable Development of Mountain Regions (Sustainable Caucasus)
<b>Type of Contract:</b>	Service Contract
<b>Duration of Contract:</b>	One year with the possible extension, with the three months trial period
<b>Starting Date:</b>	Immediately
<b>Duration:</b>	The contract will be effective from the date of signing and may be extended up to the next years based on satisfactory performance

### **I Background:**

The Caucasus Network for Sustainable Development of Mountain Regions (Sustainable Caucasus) was founded in 2014 to enhance sustainable development in the Caucasus region by supporting regional cooperation, bringing together key stakeholders, and implementing innovative solutions on the ground. The Caucasus Network for Sustainable Development of Mountain Regions (Sustainable Caucasus) seeks to promote sustainable mountain development by supporting regional cooperation, bringing together key stakeholders, and implementing innovative solutions on the ground. The mission of the Sustainable Caucasus is to facilitate cooperation and coordination pursuant to the sustainable development of the Caucasus mountain region.

Its objectives are:

- to foster sustainable development in the Caucasus mountain region; and
- to elaborate regional approaches to transboundary problems at national and local levels

To achieve these objectives, Sustainable Caucasus cooperates with local and central authorities, scientific institutions, businesses, international organisations, local communities/populations, and other parties concerned with sustainable development in the Caucasus mountain region.

Striving toward the accomplishment of its objectives, Sustainable Caucasus, inter alia: facilitates capacity building; transfers and disseminates knowledge; develops, analyses, and monitors relevant policies; supports training and education, research, and development; raises awareness; enhances cooperation and experience-sharing; promotes and introduces recognized best practices; and, as appropriate, implements other actions targeted at sustainable development in the Caucasus mountain region.

Sustainable Caucasus is the coordination unit of the [Scientific Network for the Caucasus Mountain Region \(SNC-mt\)](#).

For more information visit our websites: <http://sd-caucasus.com/> and <https://www.caucasus-mt.net/>

### **II Description of Assignment**

This position will suit someone who is highly methodical, detailed, and hard working with a creative spark and sound knowledge and understanding of graphic design.

Sustainable Caucasus aims to establish a strong partnership with its donors by meeting their specific visibility and communication requirements through better designs and quality products. Also to contribute to Sustainable Caucasus's effort to have better quality designs for all its visibility and communication materials.

The graphic designer is expected to deliver quality designs for various Sustainable Caucasus assignments completed in line with the organisation's and donors' branding requirements and within specified deadlines.

The materials will follow the Sustainable Caucasus branding and graphic guidelines and will be used to improve/develop the design and layout of publications, web content, presentations, and other communication products.

### **III. Methodology**

- The selected candidate is expected to work in close cooperation with the Public Outreach Officer and in consultation with other relevant staff of the Sustainable Caucasus.
- Copyright and ownership — all materials produced and other intellectual property will be solely owned by the Sustainable Caucasus. Any material provided to the expert will remain the property of the Sustainable Caucasus.

### **IV. Expected Deliverables**

Under the overall guidance and in close cooperation with the Public Outreach Officer the service provider will perform the following duties:

- Deliver creative and innovative ideas and visual identities for print, electronic, web-based, and design and layout of reports/ publications and other products;
- Prepare design, layout, and any other designs for the publications following the Sustainable Caucasus visual requirements and needs
- Design templates for different outreach materials (booklets, leaflets, folders, banners, T-shirts, posters) in line with the Sustainable Caucasus graphic guidelines;
- Improve and edit photos, charts and other graphic elements;
- Create different illustrative materials such as animations, presentations, and design of CD/DVD packaging;
- Communication with printing house and supervision of work performed;
- Develop web interface and design under close collaboration with the web developer, as required;
- Develop visual Identity for the organisation's major events such as Caucasus Mountain Forum, Caucasus Summer School.
- Any other duties as may be requested by the Public Outreach Officer.

### **V. Job Requirements**

- Demonstrated ability to conceptualise, plan and execute innovative ideas;
- Demonstrated ability to positively respond to critical feedback and different points of view;
- Demonstrated ability to set priorities and produce quality outputs;
- Demonstrated ability to meet deadlines and manage time efficiently;
- Excellent communication skills, organised (dealing with many stakeholders);
- Excellent oral and written skills;
- Displaying open cooperative behaviour with other team members;
- Planning and producing quality results to meet established goals;
- Demonstrate openness to change and ability to manage complexities;

Education and Experience:

- University degree, preferably Master or Higher in a relevant discipline (Designer, Mass Communication or Marketing, Arts, or similar)
- Minimum of five years experience in graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and colour management;
- Knowledge of software packages such as Adobe Design Premium, In-Design, CorelDraw, web design tools such as Dreamweaver and Flash;

- Clear and mature style of design, demonstrating an understanding of the communication requirements of International organisations;
- Good understanding of new and evolving technologies and digital platforms and preprint requirements;
- Knowledge of standard software packages, including MS Office – MS Access – MS Visio – Adobe Acrobat;
- Web design and page layout;
- Good command of English language will be advantage.

## **VI. Application Requirements**

This application is open to companies and individuals:

- Applicants must present their portfolio;
- Provide a brief description of similar contracts currently or previously undertaken;
- Personal CV, indicating all experience from similar projects;
- Experience of work with various donors such as SDC, EU, USAID and knowledge of its graphic standards will be an asset;
- Applicants should be either individual taxpayers or companies;
- Professional Reference names and contacts of two-person familiar with your character and work;
- Price list of the visibility products mentioned above.

## **VII. Application Procedure:**

Interested candidates who meet the required qualifications and experience are invited to submit all required documents to: [vacancy@sd-caucasus.com](mailto:vacancy@sd-caucasus.com); interested candidates should indicate “GRAPHIC DESIGNER” in the subject line.

Deadline for applications: July 10, 2021

## **V. To Receive Further Information on Tender Please Contact**

Nino Gvianishvili, Public Outreach Officer

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