

STTA Terms of Reference

Job title:

Consultant (graphic designer)

Dates & duration:

Maximum 12 days between 25 November 2019 and 21 February 2020

Location(s):

Dili

Reports to:

Sarah Meyanathan, Social and Behaviour Change and Nutrition Specialist
Alfons Urlings, Market Systems Specialist

TOMAK Contract Representative:

Nick Martinez, TOMAK Program Manager

Background:

TOMAK

TOMAK (*To'os ba Moris Di'ak* or Farming for Prosperity) is a 5-10 year agricultural livelihoods program supported by the Australian Government in Timor-Leste. The program aims to help rural households live more prosperous and sustainable lives. To do this, the program is focusing on two key areas:

- Improving household food security & nutrition, through nutrition-sensitive agriculture (NSA) and social and behaviour change (SBC) approaches; and
- Developing commercial agriculture, through improved farming practice and building stronger links to markets

TOMAK is working with government, NGO and private sector partners in 83 suku in 3 municipalities – Baucau, Bobonaro and Viqueque.

The Assignment

TOMAK is looking for an experienced graphic designer to assist in the preparation of a number of publications and program materials (in both English and Tetun languages). TOMAK will provide reviewed written content in either language for which the consultant will provide design and layout services. Some publications may require the development and inclusion of simple graphs or infographics.

The consultant will preferably be based in Dili, but there is potential for a consultant with prior experience in Timor-Leste to handle the work remotely. In some cases, publications should be prepared in a similar format as previous publications in the same series. In others, the layout will be based on consultation with the program's technical staff and should match the overall style of the program's other materials.

All materials and publications should be branded with appropriate recognition of key partners and Australian Government support.

Overview of Assignment

Assignment objective:

To assist the TOMAK team with multiple graphic design requests, based on an agreed daily rate. All tasks should be delivered based on agreed timelines (the consultant can suggest the number of days required to complete some/all of the requests as received from the program) and to a high quality, in line with TOMAK standards as an Australian Government initiative.

Tasks:

- a. Provide design and layout services to TOMAK for publications/materials related to agriculture and nutrition, which may include reports, assessments, manuals, materials for farmers, etc.
- b. Ensure TOMAK style and branding requirements are followed.
- c. Provide an initial version for review and feedback from the TOMAK team, followed by a revised version with any changes actioned.
- d. Prepare and deliver final files (including high resolution and web resolution PDFs and original design files).

Deliverables:

- a. Final files of any publications/materials requested (including both high res and web res PDFs).
- b. Original design files for any work completed, unless otherwise agreed with the program.

Considerations:

- Any publications/materials prepared remain the intellectual property of the TOMAK program and may be used in a range of program activities, shared with partners, and/or made available through the program's website.
- The graphic designer may be credited on certain materials. This should be discussed on a case by case basis with TOMAK technical staff in preparation of the materials.

Timeline (mission dates):

The assignment will involve a maximum 12 days between 25 November 2019 and 21 February 2020. The TOMAK Office will be closed between 24 December 2019 – 1 January 2020 - the consultant will not be expected to work in this period.

Skills and experience required:

The successful applicant should demonstrate skills and experience in the following areas:

- a. Graphic design and layout for a variety of publications including reports, assessments, manuals, and other materials (the program may request samples of prior work)
- b. Confidence with the Adobe suite including InDesign, Photoshop, etc.
- c. Knowledge of NGO processes, and understanding of donor and program branding requirements.
- d. Flexible and collaborative approach to work with a multi-disciplinary team.
- e. Prior experience working in Timor-Leste.
- f. Excellent eye for detail.

Remuneration:

To be determined with the consultant based on a proposed daily rate and an agreed work plan.