



Terms of Reference (ToR) for AADCP II Part-Time Graphic Designer

Program: ASEAN-Australia Development Cooperation Program Phase II (AADCP II)
Position/title: Part-Time Graphic Designer
Duration: 30 working days, in the period of September to December 2021.

1. Background:

The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of promoting regional cooperation in Southeast Asia, in the spirit of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. ASEAN comprises ten (10) countries in Southeast Asia. It was proclaimed a Community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together”, signed by the ASEAN Leaders during their 27th Summit, 2015. The ASEAN 2025 calls for the ASEAN Community in forging ahead together, and to work towards building a community that is politically cohesive, economically integrated and socially responsible.

The ASEAN Secretariat (ASEC) was established in 1976 by the Foreign Ministers of ASEAN with the basic function of providing greater efficiency in the coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities.

The Government of Australia through the ASEAN-Australia Development Cooperation Program Phase II (AADCP II) supports ASEAN in establishing and deepening ASEAN economic integration, as envisaged in the ASEAN Economic Community (AEC) Blueprint 2025. Working through ASEC, the program provides up to AU\$57 million to support ASEAN in implementing key strategic actions across various sectors in the AEC Blueprint 2025. It also supports strengthening of the ASEAN Secretariat, to help it deliver on its mandate more effectively.

AADCP II regularly communicates important program information, particularly its progress and achievements, to a range of stakeholders. Between now and the end of the year, AADCP II Program Planning and Monitoring Support Unit (PPMSU) will develop a number of reports and communication products including a program annual report and a number of factsheets highlighting AADCP II's work in various sectors. The key audience for these communication products includes the Australia Department of Foreign Affairs and Trade (DFAT), ASEAN Secretariat staff, ASEAN Sectoral Bodies and Working Groups, ASEAN Dialogue Partners and representatives of the ASEAN Member States (AMS). Derivative products will also be developed based on these products, including Powerpoint presentations, infographics, animation, videos etc. AADCP II also communicates information through its Twitter account @theaadcp2.

The AADCP II is seeking a part-time Graphic Designer to support preparation of these communication products, and its print derivative products. The Graphic Designer will be tasked to design the layout and style of all print products, including to procure (if required) and prepare any graphic/ images/ infographics for these products. The Graphic Designer will be responsible to ensure that the products clearly communicate the message/ information, are visually attractive and generally styled/ designed to be in-line with existing AADCP II communication products.

This is a home-based, part-time position. The Graphic Designer will be expected to undertake up to 30 days of work between 15 September and 31 December 2021. The Editor will report to the AADCP II Program

Coordinator. S/he will liaise with relevant officer(s) in AADCP II PPMSU and contractors in the preparation of all communication products, as needed.

2. Activities

The Graphic Designer will be required to do the following:

- a) Prepare the design (and graphical content) of communication products;
- b) Prepare infographics for data taken from various project outputs;
- c) Coordinate with AADCP II M&E Officer and AADCP II Program Coordinator in finalizing the products;
- d) Liaise with other AADCP II contractors and partners, including editors, videographer/ animator, and printing service provider, as necessary.

3. Expected outputs

The Graphic Designer will be required to produce at least the following outputs:

- a) AADCP II Annual Report, to be finalised in September/ October 2021;
- b) AADCP II factsheets for at least 2 (two) sectors.

4. Timeframe and fees

This assignment is home-based. The Graphic Designer will be expected to submit 2 (two) invoices covering September - October 2021 and November - December 2021 billing period. Fees will be paid, approximately two weeks following submission of invoice to the AADCP II and AADCP II's acceptance of outputs produced within the billing period.

5. Qualifications

- Demonstrated experience in designing print communication products including factsheets, newsletters, reports, preferably international development/ government-related publications;
- Demonstrated experience in producing infographics;
- Ability to work in a multi-cultural environment, under pressure while maintaining a high degree of accuracy;
- Experience in working with ASEAN Secretariat or Australia/ DFAT is considered an advantage.

6. Submission of Quotation

Interested individual/firm are invited to submit a quotation in response to this Terms of Reference (TOR). The quotation should include the consultant's CV, a cover letter highlighting the consultant's past experience in undertaking similar assignment, relevant design and infographics sample(s), and professional fee (in IDR/ day, inclusive of income tax and other relevant charges, if any)

Applicants should send their quotation indicating "**AADCP II Part-Time Graphic Designer**" as the subject via email to **tender@aadcp2.org**, no later than **Thursday, 19 August 2021 at 5:00pm Jakarta time**.

Any queries on this TOR should be sent to **contact@aadcp2.org** with the subject line: "**AADCP II Part-Time Graphic Designer**".

7. Additional Notes on Terms and Conditions of this Assignment

- As an intergovernmental organisation, ASEAN shall not be responsible for any tax(es), levy, tax claim or any tax liability which may be imposed by any law in relation to any amount payable by the ASEAN Secretariat.
