



Terms of Reference for a Consultant on Design & Layout of the Decent Work Country Programme for Three Countries in the Arab States

ILO Regional office for Arab States

I. Description of Work

Decent Work Country Programmes are the ILO's programming instrument at the country level. They provide a framework that identifies the priorities of ILO constituents in a country and specifies the planned support of the Office to the achievement of results under those priorities.

The ILO in Arab States launched the drafting of the Decent Work Country Programme (DWCP) in few countries and is seeking consultant to undertake the following:

- 1) Proofreading and editing of the DWCP
- 2) Design work (based on examples of DWCP to be shared by ILO).

II. Deliverable

The expected deliverable of this assignment is twofold:

#	Deliverable	Due date
1	Mock-up design created and shared with the ILO for feedback	31/08/2024
2	ILO feedback incorporated into the design and soft version created	30/09/2024
3	Final draft version of the soft copy shared with the ILO for clearance	31/10/2024
4	Final documents delivered to the ILO: <ul style="list-style-type: none">• English language Publication – DWCP design and editing. Maximum of 50-page publication, delivered in ready-to-print PDF, and online digital PDF. Due by 31 January 2025. The task will include for each of the publications design of one cover page and one back cover, in addition to inside pages design and text proof-reading.• Arabic language Publication – DWCP editing and design adaptation. 50-page publication, delivered in ready-to-print PDF, and online digital PDF. Due by 31 January 2025. The task will include proof-reading the text.	31/01/2025

The text for the Arabic language publication (deliverable No. 4 above) will be the translation of the English publication. The design for the Arabic publication hence will be the adaptation of the English copy.

III. Budget & Payment Terms

The payment will be issued upon the satisfactory completion of work, as confirmed by the ILO, and the submission of an invoice for the contract amount if delivered properly. Hence, 100% of the payment will be paid by 31 January 2025.

IV. Timeframe

The assignment starts on 01 August 2024 and ends on 31 January 2025.

V. Tasks

In order to achieve the above objectives, the consultant is expected to undertake the following tasks:

- Create the DWCP's specific layout and graphic design mock-up.
- Propose innovative ideas and present the layout idea to ILO, discuss the proposed layout, and incorporate feedback from relevant ILO officials.
- Add photos where essential from online sources and ensure proper photo credit is given.
- Prepare printing packages (all layout and design files, including web-versions) for the DWCPs.
- Liaise closely with the relevant ILO officials on final layout, in addition to printing houses.

VI. Selection criteria

1. Competitive financial offer (score: 50%)
2. Demonstrated quality of work either through previous experience with ILO or samples of similar work (Design of strategic document, cooperation frameworks, etc...) (score: 15%)
3. Creativity of work samples (score: 10%)
4. High proficiency level of Adobe Suite applications, InDesign Illustrator, and Photoshop. (score: 5%)
5. Academic qualification in graphic design, or relevant experience (score: 5%)
6. At least 5 years of professional experience in layout, design and editing (score: 5%)
7. Experience with the ILO desirable (score: 5%)
8. Strong knowledge and understanding of printing processes and colour management, and proven ability to finalize design files for printing. (score: 5%)

VII. Oversight

The assignment will be overseen by the Regional Programming Unit in Beirut in cooperation with the Communication team.

VIII. Reference material

The consultant will be provided with the following material upon the signature of the contract:

- Decent Work Country Program Word
- Example of edited DWCP
- Photographs from the relevant country

IX. Eligibility criteria

- i. Individual entity – applications from companies or NGOs will not be accepted.
- ii. If the application is from a former consultant with the ILO, a successful track record is required.
- iii. Not engaged in a full-time job during the contract duration.

X. Application requirement



- Cover letter highlighting relevant experience and suitability for the assignment and including a workplan
- Financial offer
- CV
- Two samples of previous design work