

TERMS OF REFERENCE

NDI Nepal Graphic Illustrator for Policy Review and Internal Party Reform Booklet

Background

National Democratic Institute (NDI) Nepal is a non-profit, non-partisan organization working to support and strengthen democratic institutions worldwide through citizen participation, openness and accountability in government. Through support from the United States Agency for International Development (USAID), NDI Nepal is implementing a five-year program entitled “Niti Sambad” (Policy Dialogue) to support Nepal’s political parties, electoral and legislative processes. NDI Nepal’s Political Party Program provides technical assistance to political parties to increase transparency and accountability. As part of the Program, NDI Nepal is developing a Policy Review and Internal Party Reform Booklet on political party reform to enable citizens to learn about different issues relating to public policy. In this context, NDI Nepal is seeking a Graphic Illustrator with a demonstrated creative talent and a passion for design. This consultancy has an expected duration of approximately 25 working days, prior to the publishing of each publication, within the period of January 2022 to June 2022.

Tasks and Responsibilities:

Under the direct supervision of both Senior Program Officers and in close co-ordination with the Program Director, the Graphic Designer will be tasked with:

- Designing of the cover and back cover of three editions of the Policy Review and one edition of the Internal Party Reform Booklet;
- Consult closely with NDI Nepal in finalizing all designs;
- Ensure that all designs are produced in line with the requirements and policies of NDI Nepal and all partner beneficiaries;
- Be available at any time for all required meetings with NDI Nepal;
- Finalize the cover and back cover designs, incorporating the feedback received;
- Submit the final designs to NDI Nepal in PDF format and other formats, as required;
- Perform other related duties as required.

Necessary Qualifications:

- University degree in graphic arts or a related field;
- A minimum of three years of professional experience in graphic design, including experience in designing publications for print, web and tablet formats;
- Excellent understanding and practical experience working with designing software;
- Flexibility and an ability to work under pressure and to meet deadlines;
- Demonstrated gender awareness and sensitivity;
- Ability to establish and maintain effective and constructive working relationships with people of different national and cultural backgrounds while maintaining impartiality and objectivity.
- Familiarity with and strong awareness of NDI and its partners, is an added advantage;

Payment:

NDI Nepal will make payment only after deducting tax at source as per the Income Tax Act. The payment shall be made after the completion of each of the publications. Candidates are also requested to quote their remuneration in the application per publication. In addition to the CV, candidates are requested to include two samples from an existing portfolio in a PDF format as an attachment to the application at sshakya@ndi.org by January 9, 2022.