



## UNITED CITIES AND LOCAL GOVERNMENTS ASIA PACIFIC

### TERM OF REFERENCE

Vacancy No:	010/UCLG ASPAC/II/2024
Post Title:	Graphic Design and Illustrator – Consultancy Basis
Division/Project:	UCLG ASPAC and Programme/Projects
Duty Station:	Remote
Duration:	1 year output-based
Period:	30 April 2024 to 31 March 2025
Posting Date :	February 20, 2024
Closing Date:	April 05, 2024

#### A. BACKGROUND/INTRODUCTION

UCLG ASPAC is one of the Regional Sections of United Cities and Local Governments (UCLG), an amalgamation of International Union of Local Authorities, United Towns Organization (UTO), and World Association of the Major Metropolises (METROPOLIS). UCLG is a worldwide association, and the only local government organization recognized by the United Nations. The Asia and Pacific region is the biggest of the Regional Sections in UCLG with linkages to more than 7,000 local governments. It represents over 3.76 billion people- making up more than half of the world's population– and incorporates economically fast developing countries such as China, India, and Indonesia.

In order to increase and maintain it's visibility, UCLG ASPAC and its programmes/projects will produce various communication materials to be disseminated to audiences ranging from policy makers, researchers, and also partners on international level. UCLG ASPAC Communication Coordinator will oversee the work of the consultant, along with the Programme/Project Coordinator to ensure the compliance of the design outputs towards UCLG ASPAC and the donor visibility requirements.

To ensure a consistent and quality visual identity of our project, we are seeking a graphic designer that will create and design a visual communication piece to engage the aforementioned stakeholders in a timely and creative manner. The graphic designer under supervision of the Communications Department will produce output that resonates with UCLG ASPAC's guidelines.

#### B. OBJECTIVES

The objective of the assignment is provision of visual communication and graphic design services for all communication materials produced within UCLG ASPAC and its programmes/projects.



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### C. EXPECTED RESULT

The consultant is expected to provide these following services:

- Creative design
- Digital graphics, hand-drawn illustration
- Copy fitting and lay outing
- Photo selection, editing

For production of various publications: newsletter, book, modules, banner, report, multifold brochures.

### D. STATEMENT OF WORK

The selected consultant will be performing these following duties:

- Propose design/illustration based on the brief provided/requested by UCLG ASPAC
- Incorporate feedback from UCLG ASPAC
- Provide inputs whenever necessary
- Work within the assigned deadlines
- Responsive in taking feedback
- Selected designer will have to submit their working quotation that applies for one year period (Newsletter, Banner, Folded Brochure, Flyers)

### E. ENGAGEMENT PERIOD

The assignment will accommodate a flexible schedule and designated hours, aiming to achieve agreed-upon deliverables throughout the one-year contract period. The graphic designer will receive package honorarium for each completed deliverable.

### F. HOW TO APPLY

Interested candidate can email the expression of interest to: [recruitment@uclg-aspac.org](mailto:recruitment@uclg-aspac.org), copy to [fulvia@uclg-aspac.org](mailto:fulvia@uclg-aspac.org) **by April 05, 2024, 5 PM (Jakarta time)**. Please include the portfolio, proposed honorarium, and contact of reference.