

TERMS OF REFERENCE

Vacancy No:	015/UCLG ASPAC/CRIC/IV/2024
Project Title:	Visual Designer for Layout of CAP Reports of 10 CRIC Project Pilot Cities
Division:	KM and Communication Division
Duration:	2 months
Project Code:	50320 – Climate Resilient and Inclusive Cities (CRIC)
Posting Date:	30 April 2024
Closing Date :	13 May 2024

Background

United Cities and Local Governments (UCLG) is a worldwide association of local governments and the officially recognized voice of local governments by the United Nations. UCLG Asia Pacific (ASPAC) as the largest regional section of United Cities and Local Governments (UCLG) has linkages to more than 7,000 cities and local governments. It represents well over 4.1 billion people - more than half of the world population - and incorporates economically fast developing countries such as China, India, and Indonesia.

UCLG ASPAC is the key knowledge management hub on local government issues in the Asia-Pacific region. It promotes democratic local government, supports cooperation between cities, local governments and their associations, and facilitates programmes, networks and partnerships to develop the capacity of local governments and associations to nurture sustainable development in their respective regions.

One project is the Climate Resilient and Inclusive Cities (CRIC), a 5-yea project currently being implemented in 10 Indonesian pilot cities such as Bandar Lampung, Banjarmasin, Cirebon, Gorontalo, Kupang, Mataram, Pangkalpinang, Pekanbaru, Samarinda and Ternate. The project aims to support city governments in building a climate-resilient and inclusive city through three pillars: knowledge exchange and production, climate action plan, and capacity development. Several activities have been completed since 2020, such as climate-related training and workshops and Urban Analysis Reports of the ten pilot cities.

To support the capacity development of cities’ stakeholders in generating climate profile and developing their climate action plans (CAP), CRIC project also facilitates a series of training and technical assistance which is grouped into mitigation and adaptation. As a result, the cities’ CAP will in the end contain evidence-based measures to reduce greenhouse gas emissions and preventive measures to reduce potential climate impacts on its population.

By the end of December 2023, the CRIC project aims to complete said series of trainings and technical assistance with all Climate Action Plan (CAP) reports also completed in December 2023-January 2024

before being reviewed by CCROM-SEAP IPB and receiving feedback from each pilot city's relevant stakeholders. The project envisions to be able to launch the CAP reports in the first quarter of 2024.

Considering the above targets, CRIC Project will require the CAP reports to be well-designed and in good layout before their final publication and dissemination both offline and online.

Scope of Work/Key Duties

The visual designer who will support the 10 pilot cities' CAP report completion process will work cross-sectoral research and policy recommendations activities will work with text and images on printed pages or screens of the 10 CAP reports, ensuring that these elements are balanced and readable. They will need to carefully consider composition and page elements, including font sizes, styling, spacing and image size and position, to create a clear flow of information for the reader. The designer will create designs using digital illustration, photo editing software, and layout software to ensure a cohesive and aesthetically pleasing design for the needed publications and Information, Education, and Communication (IEC) material generated from the cross sectoral research and policy recommendations. The designer will also need to create and work with:

- Visual elements such as the CRIC logo and its partners and co-funders (European Union), original images, and illustrations to help deliver a message
- Design layouts, including selection of colours, images, and typefaces representative to CRIC project's brand identity
- Design additional visual elements for good flow of information within the CAP reports such as statistics, infographics, charts, etc.
- Present design concepts
- Incorporate changes recommended by the CRIC PMU into final designs
- Review designs for errors before printing or publishing. The design generated by the visual designers will be used to print and publish the CAP Reports following approval from the CRIC Project Project Manager and Project Coordinator.

The Consultant will actively work with the CRIC PMU to discuss the assignment. The Consultant will work for about 2 (two) months from June to August 2024. The Consultant can work remotely, with regular check-in to be carried out with the CRIC PMU.

Qualifications:

- At least a Bachelor's degree in Graphic design or Visual Art.
- High level of familiarity with layout and image-editing software (e.g Adobe InDesign and Adobe Photoshop).
- Demonstrated good Composition Skills to ensure that page elements are balanced and work with one another to guide the reader
- Demonstrated good Typography Skills to effectively use font sizes and styles to affect the way readers engage with information
- Demonstrated good Drawing and Drafting Skills to create mockups and layouts on a computer to show the relative positions of page elements

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- Demonstrated good Communication, Image and Text Editing skills – as they will need to closely work with the CRIC Project team members, CAP writers, and other appointed consultants (technical translator), and thus needed to communicate ideas, questions, and suggestions effectively. They should also be able to edit captions, adjust photos, or alter text to make these elements fit the page, and able to make changes to page content effectively.

Deliverables

1. First draft of the CAP Report design and layout.
2. Final draft of the CAP Report designed publications.

How to apply

Please send your CV, portfolio past work/project, and pricing quotations to recruitment@uclg-aspac.org copied to cemara.dinda@uclg-aspac.org by 13 May 2024 Jakarta Time at the latest at 12:00 (noon) Jakarta time. Only selected ones will be contacted.
