

**CALL FOR GRAPHIC DESIGNER
(PROFESSIONAL SERVICES)
TERMS OF REFERENCE**

Location:	Nicosia, Cyprus
Type of Contract:	Professional Services Contract
Languages Required:	EN & GR or TR
Duration of Contract:	Needs Based

BACKGROUND

The Cyprus Dialogue Forum (hereinafter referred to as CDF or Forum) is a non-formal dialogue space that aims to support and contribute to the peace process in Cyprus. It has been created by local stakeholders as an inclusive space for dialogue and knowledge sharing among political, economic and social stakeholders from both communities. In the Forum, the stakeholders work together to support change through the development of common understandings, shared knowledge and development of joint visions and options for the future.

The Forum is supported by a Secretariat function that provides coordination, facilitation, research and technical/logistics support to the Forum dialogues and stakeholders. To support the work of the Forum and stakeholders, the Secretariat of the Cyprus Dialogue Forum requires the services of graphic designers to improve the visual identity of the knowledge resources of the Forum.

Scope of Work & Responsibilities

The graphic designer will work along with the Secretariat who will provide guidance for the overall improvement of the visual identity of the knowledge resources. The expected tasks may include but are not limited to:

- Overall improvement of the visual identity of the Forum,
- Developing and conceptualizing info-graphs, easy-to-view visuals highlighting key facts/figures, extracted from factsheets or other knowledge tools,
- Developing templates for factsheets. Factsheets serve as an executive summary of long reports, with graphs and charts if needed,
- Developing thematic templates for power point, keynote presentations and word applications
- Developing creative and innovative ideas for the visualisation of knowledge tools for print, electronic & web-based formats,
- Providing user-friendly formats, layouts and designs.

It is expected that the graphic designer will be available to work from the Cyprus Dialogue Forum offices for at least one day a week. This is expected to be a long-term collaboration over a year to improve the visual and graphic design needs of the Forum.

Required Qualifications, Experience & Competences

- Degree in Graphic Design, Art or other related disciplines,
- A minimum experience of three years with demonstration of a good portfolio,
- Demonstration of a diverse portfolio range and ability to adjust for different needs,
- High level of professionalism.

Submission & Evaluation:

Interested applicants are required to submit the following documentation via email to info@cydialogue.org address until **15th April 2019 (Monday), 3.00 p.m.**

The individual consultants will be evaluated based on two criteria;
Technical (70%) & Financial (30%)

The applicants are expected to submit the following;

- Technical;
 - Curriculum Vitae
 - Selection of portfolio that also includes examples of infographics, presentation of data and examples of visual identity produced before,
- Financial;
 - Financial proposal indicating the daily rate in EURO per working day.

Applications received after this deadline will not be considered. Once an application is submitted, the applicant will receive a confirmation of submission within 48 hours.

Evaluation & Selection of Applications

Applicants will be selected in accordance with the above-mentioned criteria. An evaluation committee will review the applications received and will create a shortlist. A successful candidate will be selected from the shortlisted candidates and will be informed accordingly.