# TERMS OF REFERENCE FOR A GRAPHIC DESIGNER TO DO THE LAYOUT OUT OF THE FP CONFERENCE SUMMARY REPORT

<table>
<thead>
<tr>
<th>TERMS OF REFERENCE</th>
<th>UNFPA LAO PDR</th>
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<td>Requesting Office:</td>
<td>UNFPA LAO PDR</td>
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| Purpose of Consultancy: | To do a layout of the summary report of the first national family planning (FP) conference in Lao PDR  
The objective is to create visual communication material for disseminating the outcomes of the FP Conference. |
| Scope of work:  
(*Description of services, activities, or outputs*) | The Lao government, through the Ministry of Health has conducted its very first Family Planning Conference on 3-4 May 2017. The main aim was to garner high level support to accelerate political commitment to ensure universal access to, and coverage of, family planning information and services.  
A summary report of key results from the conference has been compiled, however, to make the contents easily accessible to the majority of readers, a graphic designer is sought to work on the lay out of the summary paper.  
**Scope of work**  
Support CO to:  
* Do a layout of the summary report of the FP conference  
* Work with printing company to ensure that report is printed as per design  
* Follow printing process from start to finish  
**Methodology:**  
This is a home based assignment. The consultant will be provided with photos and summary report as well as other relevant documents to do an agreeable layout of the report. The consultant will share the draft with UNFPA Lao CO for comments and inputs prior to finalising the document.  
**Deliverables:**  
* Agreeable layout for the FP Conference Summary report developed in both English and Lao language.  
| Duration and working schedule: | 5 working days in all  
1 day preparation, review of materials, notes and relevant documents  
3 days design report (draft documents)  
1 days finalise based on comments/inputs from UNFPA |
| Place where services are to be delivered: | Home based consultancy |
| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.): | 21st June – first draft  
27th June - final summary paper |
<p>| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | Draft report shared as per deliverables |
| Supervisory arrangements: | Consultant will report to the Deputy Representative and will work closely with UNFPA Lao PDR staff |</p>
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<th>No travel expected</th>
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| Required expertise, qualifications and competencies, including language requirements: | • Experience with In-Design software  
• Proven experience in design and layout work  
• Working knowledge of English and Lao language |
| Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable: | CO will provide all relevant documents of the report |
| Other relevant information or special conditions, if any: | COA Lao06101/Activity 9UADVDPHP/UPA90 |
| Signature of Requesting Officer in Office: | [Signature]  
[Date: 15 June 2017] |

Acknowledged by:  
Ulrika Rehnström Loi  
Deputy Representative  
[Signature]  
[Date: 15/6/2017]

Approved by:  
Frederika MEIJER  
UNFPA Representative  
[Signature]  
[Date: 15/6/17]