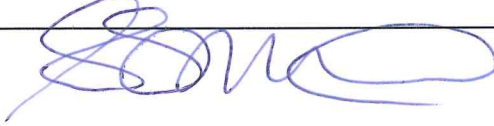



TERMS OF REFERENCE FOR A GRAPHIC DESIGNER TO DO THE LAY OUT OF THE FP CONFERENCE SUMMARY REPORT

TERMS OF REFERENCE	
Requesting Office:	UNFPA LAO PDR
Purpose of Consultancy:	<p>To do a lay out of the summary report of the first national family planning (FP) conference in Lao PDR</p> <p>The objective is to create visual communication material for disseminating the outcomes of the FP Conference.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>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.</p> <p>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.</p> <p>Scope of work</p> <p>Support CO to:</p> <ul style="list-style-type: none"> • 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 <p>Methodology:</p> <p>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.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • 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.):	21 st June – first draft 27 th June - final summary paper
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

Expected travel:	No travel expected
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • Experience with In-Design soft ware • 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 9UADVDDHHP/UPA90
Signature of Requesting Officer in Office: 	
Date: 15-june, 2017	

Acknowledged by:

Ulrika Rehnström Loi
Deputy Representative


15/6/2017

Approved by

Frederika MEIJER
UNFPA Representative


15/6/17