



AFRICAN CONSTITUENCY BUREAU
FOR THE GLOBAL FUND

TERMS OF REFERENCE FOR A GRAPHIC DESIGNER

Required services: Graphic design of Advocacy & Communication materials

Language: English (French will be an added value)

Application Period: February 07-21 2022 at 12.00pm GMT i.e. 3.00 pm EAT

Location: The Graphic Designer will work remotely in the respective country of residence

BACKGROUND

The African Constituency Bureau for the Global Fund (ACB) which began its formal operations in March 2017, was set up to be a platform for facilitating engagement, participation and consensus building among East and Southern Africa (ESA) and West and Central Africa (WCA) constituent countries in Global Fund policies and governance engagements. Also known as “The Bureau”, the organization is an operational hub and policy think tank of the WCA and ESA Global Fund constituencies. The purpose of the Bureau is to ensure effective engagement, representation and participation of the Africa constituencies in Global Fund processes as well as enhancing the capacity of the Africa constituencies to shape Global Fund policies and processes.

Maintaining its vision to end HIV, TB & Malaria in Africa, the ACB has embarked in a new era with its 2022-2025 strategic plan and its first ever advocacy strategy that seeks to strategically place the ACB as the leading pan African health policy think tank. The Bureau will henceforth seek to pivot its effort to respond to topical global health issues such as health systems strengthening which is a pathway to achieve Sustainable Development Goals 3 “to ensure health and well-being for all” and attain Universal Health Coverage (UHC).

UNDP, Regional Service Center for Africa, DRC Street, Addis Ababa, Ethiopia

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WEB: africabureau.org FACEBOOK: [ACB4GF](https://www.facebook.com/ACB4GF) | TWITTER: [@acb4gf](https://twitter.com/acb4gf) |
info@africanconstituency.org



OVERALL PURPOSE OF THE ASSIGNMENT

To execute its mandate, the ACB produces a number of products that include but not limited to policy briefs, PowerPoint presentations, fact sheets, reports, brochures among other communication material. The ACB seeks the services of a graphic design consultant to conceptualize, design and create visually appealing outputs to facilitate dissemination and information sharing.

OBJECTIVES OF THE ASSIGNMENT

The objectives of this assignment are two fold:

1. Provide graphic design services for routine ACB productions
2. Provide graphic design services for specific initiatives such as the Domestic Resource Mobilization campaign among others

DELIVERABLES

The consultant will be required to deliver on the following:

ACB Regular/routine tasks:

- ACB strategic plan summary
- 1ACB annual report
- 2 fact sheets
- 6 PowerPoint presentations (TBD) depending on need
- 7 international day posters
- 2 reports for Initiative
- 2 ACB funding proposal designs (TBD)
- Communications strategy design
- 3 ACB 5th year anniversary posters
- ACB 5th year anniversary video editing

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DRM Advocacy specific :

- Designing Campaign logo available in different format (poster, email)
- 4 advocacy meetings : Meeting invitation and outcome posters
- 1 fact sheet

REPORTING

The Graphic Designer will report to the advocacy and communication lead.

REQUIREMENTS

- The Graphic Designer is expected to have a relevant qualification with 3 years training.
- Over five years of work experience designing various print materials, developing
- illustrations and video editing
- Minimum 4 years' experience working with NGOs and international organizations is an added value

APPLICATION PROCEDURE

Individuals or firms who meeting the above requirements are encouraged to apply and share the following:

- An updated capability statement (for firms) or a CV (for individuals); and
- A financial proposal that indicates the all-inclusive fixed costs total contract price in USD, supported by a breakdown of costs where appropriate.

Email submissions should be addressed to "Finance and Administration Manager" and sent to awel.mezgebe@afribureau.org Cc falemayehu@afribureau.org not later than 21st February 2022 at 12.00 pm Addis Ababa Time.

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