

TERMS OF REFERENCE

Posting Title:	Graphic designer (desktop publishing)
Department/Office:	Division for Ocean Affairs and Law of the Sea, United Nations Office of Legal Affairs (“the Division”)
Duty Station:	Home based (remote work)
Type of Contract:	Consultancy
Post Level:	Consultant desktop publishing
Languages Required:	English
Starting Date: (date when the selected candidate is expected to start)	19 February 2024 to 20 May 2024
Duration:	Part time. 3 months, 20 working-days
Contract Sum:	US \$5,500 (paid upon the Division’s confirmation of completion of each phase)

Background

The Programmes of Assistance to Meet the Strategic Capacity Needs of Developing States in the Field of Ocean Governance and the Law of the Sea is a project implemented by the Office of Legal Affairs of the Secretariat of the United Nations through its Division for Ocean Affairs and the Law of the Sea (“DOALOS” or “the Division”), with funding provided by Norway, through its Norwegian Agency for Development Cooperation (Norad). The project provides support to developing countries, particularly Small Island Developing States (SIDS), in building sustainable ocean-based economies through addressing critical capacity barriers at the regional and national levels, including with respect to the implementation of the 1982 United Nations Convention on the Law of the Sea (“UNCLOS”) and related frameworks.

The project is composed of three major series of activities, one of which focuses on the conduct of analyses of national frameworks for ocean governance in selected beneficiary States (Ocean Governance Studies). The study consist of a national level inventory and analysis of legal and institutional frameworks for ocean governance in the selected beneficiary States, including a component focusing on specific priority ocean sectors of strategic relevance to the State, with the view to provide a high-level overview of the State’s legal and institutional framework for oceans; enhance the awareness of the beneficiary State regarding their overall legal and institutional framework for oceans, including potential linkages, overlaps and gaps; compare the national legal and institutional framework to core requirements under the United Nations Convention on the Law of the Sea and related applicable international instruments; assist beneficiary States in the identification and prioritization of capacity gaps in the development and implementation of frameworks for oceans; and provide a knowledge base of the national legal and institutional frameworks for oceans.

After the review by DOALOS and the beneficiary States, the Ocean Governance Studies will be published as an electronic document. Currently, there are 14 OGS in progress, the consultancy

includes formatting 5 (five) of them into an existing inDesign template. The size of the documents varies between 150 and 250 pages.

Work Location

The graphic designer consultant will be home based.

Expected Duration

Part time 3 months (20 Working Days).

Duties and Responsibilities

Under the supervision of the Programme Officer, Division for Ocean Affairs and the Law of the Sea (DOALOS), Office of Legal Affairs, United Nations, the consultant will format 5 (five) ocean governance studies into an existing inDesign template. The studies were prepared in one of the following languages: English, Spanish and French.

The responsibility to obtain original and stock images lies with the consultant, if not otherwise agreed with the Division. It is the consultant's responsibility to ensure that all outputs of the consultancy are copyright and royalty free, and that all waivers and releases have been obtained.

Scope of works and deliverables

The main deliverables of the consultancy are the following:

- I. *Five ocean governance studies formatted to be published as a PDF for print and electronic distribution*

Five ocean governance studies designed as high-quality documents containing text, tables and pictures formatted for print and electronic distribution (low and high resolution). Deliverables include all production files, including original inDesign files.

Timelines

Phase 1 completion	Approved: Designed documents for three ocean governance studies	Week 6
Phase 2 completion	Approved: Designed documents for two ocean governance studies	Week 12

Qualifications and experience required

Bachelor's degree in graphic design or related field, at least five years of experience as a graphic designer. Demonstrable graphic design skills with a strong portfolio with reports and publications. Proficiency with required desktop publish tools (inDesign).

Pursuant to United Nations regulations, persons who are in active government service are not eligible for appointment.

Confidentiality: The text of the Ocean Governance Studies is under embargo until released by DOALOS and the consultant must treat all materials related to this consultancy as confidential unless expressly authorized in writing by DOALOS.

Languages

For this position, fluency in English is required. Working knowledge of Spanish and French is an advantage.

TO APPLY TO THIS CONSULTANCY:

- 1) Complete the application form available at the following link:
<https://forms.office.com/e/aPMDZGNtfJ>
- 2) After completing the form, please send a CV and cover letter to luciana.fernandescoelho@un.org (with a copy to doalos@un.org) with the email subject line "DOALOS/Norad Project – Graphic Designer"

The documents should be named as follows:

surname of candidate_CV

surname of candidate_cover_letter

Only applications that follow both stages of the application process will be considered.

Closing date: 9 February 2024

Female candidates are strongly encouraged to apply.