III. Functions / Key Results Expected

- The purpose of this individual contract is to support the DDR unit of UNODC Iran by providing graphics design and layout services for training and communication materials developed by UNODC and supporting implementation of project activities.

1. **Design/Graphics services** focusing on achievement of the following results:

- Design, layout and format publications, and other printed and web-based communications materials taking into account UNODC branding guidelines, and branding requirements of other donors/partners, as needed;
- Design and create illustration, art-work, tables, charts and other graphic elements for communication and promotional materials;
- Determine size and arrangement of illustrative material and copy, and select style and size or type;
- Develop infographics using supplied data to present core messages and organize complex information into visual representations;
- Advise UNODC Iran/DDR staff on best design options (for the given content), and propose multiple versions for their consideration;
- Where necessary, take photos or locate photos from online sources and ensure proper photo credit is given;
- Incorporate comments and changes from UNODC Iran/DDR coordinator and programme staff;
- Ensure that the final output(s) for each communication product will be the final web-ready and/or
print-ready version;
☐ Liaise with printers, if necessary;
☐ Deliver creative graphic and technical solutions (including infographics if required) for print, electronic, web-based presentations.

* Copyright for the material produced will remain with UNODC Iran.

2. Ensures the **conduct of UNODC/DDR-related data collection and entry** based on requirements of UNODC/DDR projects.
3. Ensures **proper filing** of the documents.
4. Perform any other administrative tasks required by the supervisor.

### IV. Impact of Results

The key results have an impact on the execution of the DDR/HIV Unit of COIRA in terms of quality and accuracy of work completed. Accurate presentation of developed communication materials and client-oriented approach enhancing UNODC Iran's capability in the programme management.

### V. Working Schedule

The individual contractor requires to be present at the UNODC Iran office for at least 3 working days, ensuring to cover the core hours of the office from 10 a.m – 16 p.m,

The contract will cover the duration of 20 October 2019 to 31 March 2020.

### VI. Schedule of Payments

Payment under this contract will be based on a daily fee and closely linked to deliverables in financial proposal and satisfactory performance evaluated by the direct supervisor.

### VII. Recruitment Qualifications

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<th>Education:</th>
<th>Minimum Secondary education.</th>
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| Experience: | • Expertise of graphic design, layout and document development.  
• Minimum 6 months of proven experience working with design and graphic tools.  
• Experience in communications for development and advocacy  
• Experience working with UN agencies is an asset  
• Experience of working in the field of Drug Demand Reduction is an asset. |
Language Requirements: Fluency in English and Farsi especially in writing is required.

**Method of Application and Submission Requirements**

Applicants are required to fill the P11 form accompanied by a statement of interest, a CV and a financial proposal. Proposal submissions are to include **Technical proposal** and **Breakdown of costs** according to the financial proposal template.

All applications should be addressed to Ms. Ninette Haghverdian (ninette.haghverdian@un.org) mentioning vacancy number in the subject line of the email. For any inquiries please contact Ms. Morvarid Bahram Javidi at Morvarid.javidi@un.org


This position is open only to Iranian nationals.

Only short-listed candidates will be contacted for further evaluation.