



Vacancy Announcement
The Asian Forum of Parliamentarians on Population and Development (AFPPD)

Consultancy: Designing – Harmonizing designs of the Russian version of the Briefing Cards for Parliamentarians with the infographics in the original version

Job open number: 3_VA_CON_JTFEECARO_2017

Background:

Asian Forum of Parliamentarians on Population and Development (AFPPD) is a network of 29 parliamentary groups legislating and advocating for effective population and development policies since 1983. AFPPD led the participation of parliamentarians in the ICPD in Cairo in 1994. Central Asian countries joined AFPPD soon after the establishment of independent states in 1991. In 2012 – 2014 AFPPD mobilized parliamentarians, including from Central Asia, to contribute to the global reviews of major development frameworks, such as ICPD Beyond 2014. In 2014, responding to the changing environment, AFPPD developed and adopted a new multi-year Programme for Central Asia. Today AFPPD’s priority is to make sure that ICPD focus on individual dignity and human rights is mainstreamed in national development agendas. Based on the new AFPPD Strategic Plan for 2016-2019, the three main thematic areas are gender and women empowerment, youth policy and active ageing. Communication and visibility plays one of key roles in achievement of the AFPPD strategic priorities.

Purpose:

The purpose of this consultancy is to ensure high quality of materials produced within the Central Asian project.

Duties and Responsibilities:

The consultant will adjust the global formatting and the design of the infographics in the Russian version of the Briefing Cards for Parliamentarians, to ensure the correct reproduction and consistency of the infographics with the original version in English.

Outputs/Deliverables:

The product consists of 101 pages, including 45 pages with infographics needing to be adjusted; the rest of the pages require formatting.

Deliverables	Expected date
Briefing Cards for Parliamentarians (Russian) with clean formatting and infographics corresponding to the original version	May 31, 2017

Location and Duration:

The duration of this consultancy is estimated to be of a maximum of three (3) working days, to be completed between May 8, 2017 and May 31, 2017. The consultancy will be done in a location of the consultant’s residence. No travel is required.

Fee

The applicants are expected to submit a quotation. The total amount should not exceed 1,000 USD.

Minimum Requirements, Competencies and Experience

Experience with infographics design programs, especially Venngage online program and track record of producing high quality design materials. Fluency in Russian language. Good knowledge of English will be an asset.

Submission of Application

Interested candidates should submit the following documents:

- Cover letter introducing the applicant and highlighting the skills and competencies for this consultancy assignment;
- Proposal for the consultancy assignment with methodology and budget. Budget proposal
- Full CV or company profile in English;
- Sample of a previous assignments.

All applications should be submitted as PDF or MS Word attachments to vacancies@afppd.org no later than 25 April, 2017 at 17.00 hrs. (Bangkok time). Please ensure that the email subject line is stated as “Designing – Harmonizing designs of the Russian version of the Briefing Cards”

AFPPD will respond to those applicants who are shortlisted.