



TERMS OF REFERENCE
CREATIVE AND DIGITAL PRODUCTION CONSULTANT

Organization	NEAR - Network for Empowered Aid Response, www.near.ngo , (Hosted by Adeso - African Development Solutions www.adesoafrica.org)
Project	NEAR
Position Type	Consultancy
Position Location	Nairobi, Kenya
Duration	One (1) Month, Renewable
Reporting To	NEAR Programs Manager
Working With	Executive Office and Programs Team
Starting Date	Immediately

ORGANIZATIONAL BACKGROUND

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

ABOUT NEAR NETWORK

Adeso together with other local and national NGOs have come together to form a global network which was launched in May 2016 at the World Humanitarian Summit in Istanbul, Turkey. The network, NEAR (Network for Empowered Aid Response), is a movement of local organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships.

BACKGROUND FOR CONSULTANCY

NEAR Network and Adeso intends to build a strong partnership with their donors, partners and NEAR members. To pursue this intention, NEAR and Adeso publish a wide range of materials and is planning to contract a Creative/Digital Production Consultant to help the office meet its growing need for various communication productions, marketing and program development. The successful candidate will produce NEAR and Adeso soft and hard copy collaterals and publications. The responsibility of this consultancy is to ensure the implementation and adherence to existing graphic guidelines; layout of reports and publications in mostly English and at times other languages such as Arabic or French development of new graphic solutions; and design of innovative products.

SCOPE OF WORK

- Production & Copy Editing of NEAR/ADESO documents including but not limited to:
 - NEAR Quarterly Newsletter
 - Innovative Financing Research Publications
 - Localization Success Stories
- Support management of the NEAR website, including the Learning Platform, by uploading up-to-date content, localization stories, newsletters (written or video format), resources, webinars among other relevant content.
- Provide design support to ADESO/NEAR global team for various projects.



- Provide program development support ADESO/NEAR.
- Other duties as assigned.

CONSULTANCY PERIOD

March to May 2018, with a possible extension.

DELIVERABLES

Quality design for various assignments from NEAR and Adeso, completed in line with NEAR and Adeso branding requirements and within specified deadlines.

QUALIFICATIONS

- Strong theoretical and practical background in graphic design, including the use of design software such as Adobe Design Premium, In-Design, CorelDraw, web design tools such as Dreamweaver and Flash, etc.
- Show a clear and mature style of design, demonstrating an understanding of the communication requirements NEAR Network.
- Excellent writing skills; writing in accessible format
- Good understanding of new and evolving technologies and digital platforms; Knowledge of standard software packages, including MS Office– MS Access–MS Visio –Adobe Acrobat;

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APPLICATION PROCESS

All applications should be sent to jobs@near.ngo by the **18th March, 2018** with **“Creative and Digital Production Consultant”** on the subject line. The selection committee will review all applications as they arrive. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered.

Each application package should include the following:

- An application letter addressing the selection criteria including how the consultant's previous experience matches the consultancy objectives as well as the interest for the position. It should also indicate the candidate's availability and consultancy rates. The letter should be no longer than two pages;
- A sample of recent work;
- Updated CV including relevant work experience and qualifications;
- Contact details of 2 references.

Applications not including all of the above information will not be reviewed. Adeso is an equal opportunity employer.