



Terms of reference (ToR)

Graphic Designer for Research Paper Layout and Design

1. Context

The assignment takes place in the framework of the following project

Summary of the project:	
Name of the lead implementing organisation:	elbarlament e.V.
Project title:	Women Taking the Lead
Project location:	Remote
Project duration:	01.10.2024 – 31.03.2026

Elbarlament is a peacebuilding and democracy support organisation, with a special focus on empowering women and youth. We follow a unique approach that integrates conflict sensitivity, cultural awareness and intersectionality.

Elbarlament cooperates with parliaments, governments, civil society actors and international institutions, implementing projects and delivering consulting services in German, English, French and Arabic.

We believe in the transformative power of culture and the arts as well as inclusive dialogue, especially in contexts of state fragility. Through our work we aim to:

- Promote peaceful coexistence between all groups in society
- Foster democratic norms and practices
- Support dialogue between civil society and political decision makers
- Increase environmental awareness and contribute to mitigating climate change-related conflicts

We follow an integrated approach in supporting locally-owned reform agendas, combining arts-based tools for peacebuilding and civic education with more classical tools like technical assistance.

1. Background:

The "Women Taking the Lead" project aims to strengthen the capacity of public institutions in Iraq to implement the Women, Peace, and Security (WPS) agenda, focusing on the integration of policies responsive to the perspectives of women and men with regard to peacebuilding and governance.

The project includes a research grants component aimed at supporting members of the MENA Feminist Task Force (FTF) in producing high-quality studies on the intersection of equality between women and men, climate change, peace, and security. The research outputs will contribute to policy advocacy and will be presented at COP 2025 and other events.

To ensure that the research reports are visually engaging, accessible, and professionally formatted, elbarlament seeks to hire a Graphic Designer to design the layout of the research papers and related advocacy materials.

2. Objective

The consultant will provide high-quality graphic design and layout services to enhance the visual appeal, readability, and impact of the research papers. The consultant will:

- Develop a visually appealing and professional design template for the research reports.
- Ensure consistency in branding, formatting, and layout across all research papers.
- Integrate infographics, charts, and visual elements to enhance comprehension.
- Prepare the final versions for publication and dissemination at COP 2025.

3. Scope of Work

The consultant will be responsible for the following tasks:

The consultant will:

Phase 1: Design Concept Development (September - October 2025)

- Create a professional layout template for research papers, ensuring alignment with elbarlament's branding.
- Present 2–3 design concepts for review.

Phase 2: Research Paper Layout & Design (September - October 2025)

- Apply the selected template to five research papers, integrating infographics and visual elements.
- Ensure clear typography, spacing, and formatting for readability.
- Revise designs based on feedback.

Phase 3: Finalization & Publication (October 2025)

- Deliver finalized layouts in print-ready and digital formats.
- Ensure accessibility compliance.
- Provide final files for COP 2025 submission.

4. Deliverables

The consultant will deliver:

- Research paper design template (October 2025)
- Fully designed and formatted research papers (five in total) (November 2025)
- Infographics and visual elements (as needed)
- Print-ready and web-optimized final versions (November 2025)

5. Timeline

- **Start Date:** May 2025
- **End Date:** November 2025

6. Qualifications

The ideal designer should have:

- Degree in Graphic Design, Visual Communication, or a related field.
- At least 5 years of experience in document design, including reports, research papers, or policy briefs.
- Proficiency in Adobe InDesign, Illustrator, and other relevant design software.
- Experience working with NGOs, think tanks, or research institutions is an asset.
- Strong ability to visualize data and integrate infographics.
- Attention to detail and ability to meet deadlines.
- Fluency in English is required; knowledge of Arabic or other MENA languages is an asset.

7. Reporting

The consultant will report to elbarlament e.V. and collaborate with project coordinators to align the training with project objectives.

8. Proposal Submission

Interested individuals or organizations should submit a detailed proposal including:

1. A portfolio showcasing relevant work.
2. A short cover letter explaining how they would design and format the research papers, including layout, visuals, and branding consistency.
3. A financial proposal.

9. Submission Deadline

Proposals should be submitted by **14 May 2025**. Kindly ensure that the email subject line includes ' **Graphic Designer- Consultancy for Women, Peace, Security and Climate Research**' for proper identification and processing.

10. Contact

For inquiries and submission of proposals, please contact Hanin Dabbagh at dabbagh@elbarlament.org and Womentakingthelead@elbarlament.org.