

Terms of Reference

<p>Position Information</p> <p>Job Title: Freelancer Graphic designer (national) Duty Station: Amman, Jordan Reports to: Project Coordinator, ECES HQ focal point appointed by the Executive Director Duration: On-call (for an average of 10h/month) Period: 1st October 2018 – 20th April 2021</p>
<p>Organizational Context</p> <p>The European Centre for Electoral Support (ECES) is a non-profit private foundation headquartered in Brussels a global remit. ECES promotes sustainable democratic development through the provision of advisory services and operational support in favor of all electoral stakeholders, including electoral management bodies, civil society organizations dealing with civic & voter education and election observation, political parties and parliaments dealing with electoral reforms, media, security forces and legal institutions dealing to electoral dispute resolutions. Since February 2012, ECES has signed over 70 contracts in support of transparent, credible and cost-effective electoral processes and the strengthening of democratic institutions in more than 35 countries mainly, but not only, in Africa and Middle East. In addition to that, the founders and personnel of ECES have acquired extensive field experience and, taken together, ECES can count on a specific knowledge and a well-established network in over 70 countries around the world. The EU is by far the largest ECES' donor, however the organization has also signed contracts and partnered with many other organisations.</p>
<p>Project's context</p> <p>ECES has been officially awarded by the Delegation of the European Union (EU) to Jordan the contract for the implementation of the project "EU Support to Jordanian Democratic Institutions and Development". ECES is the leader of the consortium of European not for profit organisations that will implement this project for the next 4 years. The other organisations members of the consortium are: the European Partnership for Democracy -EPD (www.epd.eu), the French Media Cooperation Agency–CFI (www.cfi.fr/en); Netherlands Institute for Multiparty Democracy – NIMD (www.nimd.org) and Westminster Foundation for Democracy (www.wfd.org).</p> <p>The project "EU Support to Jordanian Democratic Institutions and Development" aims to support reform process in Jordan, by consolidating democracy and promoting inclusiveness of national policy and decision-making process. This 4-years project will support democratization stakeholders in the reform process including: the House of Representatives; the Independent Electoral Commission and the Judiciary; Political Parties; the Ministry of Political and Parliamentary Affairs (MoPPA); Women and Youth; and Media and Journalists. The project's methodology rests on three core pillars in order to weld together a coordinated and coherent response: 1) Parliamentary support; 2) Electoral assistance; 3) Support to political party system. The overall objectives of the project are: an increased political awareness amongst the Jordan population, especially amongst women and youth; Intensified efforts amongst elected institutions in public outreach for more inclusive decision making processes; and also improved service delivery by public demands. The project will be implemented along the lines of the European Response to Electoral Cycle Support Strategy (EURECS), conceived jointly by ECES and the members of the European Partnership for Democracy of which WFD is part. EURECS is an innovative delivery mechanism to implement electoral and democracy assistance activities that are consistent with European values and EU policies. EURECS adopts an inclusive approach towards a wide range of electoral stakeholders in order to ensure comprehensive and sustainable actions and it is built to help prevent, mitigate and manage electoral related conflicts. A Project Management Unit (PMU) has been established in Jordan to support the implementation of all project activities under the leadership of the Programme Coordinator and is composed of representatives of the 3 project's components.</p>

Functions / Key Results Expected	
<p>Under the supervision of the Programme Coordinator and ECES focal point and in collaboration with the Graphic Designer and the Communication Officer, the freelancer graphic designer will:</p> <ul style="list-style-type: none"> • Design reports and other communication materials for printing and electronic distribution; • Deliver creative and innovative ideas and solutions for print, web, video and electronic distribution; • Design infographics; • Improve and edit art-work, photos, charts and other graphic elements; • Design logos; • Layout and design information and communication/promotional materials (banners, posters, booklets, leaflets, books, calendars, bulletins, flyers, cards); • Prepare power point templates; • Create animations for illustrative purposes such as animations, presentations and more advanced solutions (design of CD/DVD packaging, graphic digitalization); • Custom photo editing (restoration, noise reduction, tonal adjustment); • Deliver creative graphic and technical solutions for use of new media (virtual 3D words/boxes, postcards); • Other graphic design services as required by Programme Coordinator and ECES focal point. 	
VALUES	
<ul style="list-style-type: none"> • Promotes the vision, mission and strategic goals of ECES; • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; • Demonstrates integrity by modelling ECES' values and ethical standards. 	
Recruitment Qualifications	
Education:	Bachelor degree in communication, graphic design.
Experience:	<ul style="list-style-type: none"> • Minimum of 2 years of professional working experience in communication, graphic design, photo editing etc. • 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/visibility requirements of IEC. • Proven experience of graphic production with knowledge of printing processes (offset and digital) and colour management; • Ability to prioritize work, multi-task and meet deadlines; • Ability to work with results-orientation and efficiency in a multi-tasking environment; • Strong planning skills; • Strong interpersonal skills and flexibility, responsibility, integrity, team work, self-motivated, preparedness to work off-time; • Excellent computer literacy; • Ability to perform effectively under high pressure, hardship conditions and long working hours; • Ability to work varying shifts, evenings and weekends as necessary.
Language Requirements:	Excellent working level of Arabic and English languages in both writing and speaking.

Terms and conditions of payment:	Design services will be delivered on an on-call basis and paid in local currency upon successful completion of the assignment (as certified by the requesting section).
Application:	<p>Individuals should provide the following:</p> <ul style="list-style-type: none">• CV;• Letter of application;• References list;• Copy of catalogue or samples of the design work;• Fees/price list (hours/dayly) <p>Applications should be submitted to: jordan@eces.eu</p>