



Handicap International Federation is currently seeking a:

## **GRAPHIC DESIGNER (CONSULTANT)**

### **CONTEXT OF THE MISSION**

The graphic designer/team (consultant) will be responsible for the production of infographics and layout of a toolkit containing 7 factsheets and a cover intended to present in a snapshot selected information on disability specific laws/benefits and services existing in the Philippines. The contractor will serve as the principal coordinator for graphic production of the said materials, bound by the prescribed budget. S/he/they will work collaboratively with the Communication & Advocacy Officer and/or the Operations Coordination to realize the final product.

### **SPECIFIC ROLES & RESPONSIBILITY**

1. Develop the infographics/illustrations based on technical information provided by HI team;
2. Submit the preliminary layouts/infographics for discussion with HI;
3. Incorporate valid comments and suggestions so as to prepare a high quality final draft of the layouts/infographics;
4. Ensure all corrections have been incorporated to the designs;
5. Obtain a final sign off from HI;
6. Prepare electronic editable files;
7. Create PDF, JPEG and PNG copies of the materials from final electronic files for HI web posting;
8. Submit all final files to HI in editable copies on a CD-rom and Flash disk.

### **DELIVERABLES:**

- Preparation of draft of 7 factsheets and a cover containing illustrations and infographics on specific thematic;
- Production of final versions of 7 factsheets and a cover reflecting the comments provided by HI team;
- Handover of final soft copies in editable versions of the materials produced in a CD-rom and flash drive.

### **Requirements in Education/Skills:**

- Degree in Fine Arts, Graphic Design, Advertising, Mass Communication preferred or other equivalent education.
- Demonstrated experience in the production of infographic contents and in designing similar projects (a portfolio of past work will be required)

- Familiarity with social media platforms and knowledge of best practices for infographic design
- Strong layout skills and excellent typography skills (with extensive knowledge of visual hierarchies)
- Strong working knowledge of printing, publishing and/or graphics art procedures and related computer software.
- Ability to plan, prioritize and deliver a variety of tasks on time
- Ability to plan and produce quality results in meeting deadline
- Good communication skills

**What needs to be submitted:**

1. Curriculum Vitae (CV)
2. Must submit portfolio of past work
3. Copy of BIR Registration/TIN ID
4. Price Quotation
  - a. Quote must cover professional and other fees to fulfill the objectives of this consultancy
  - b. Please address quotations to:  
**MS. SOPHIE DECHAUX**  
**Regional Program Director**  
**Handicap International Federation Philippines Program**
  - c. Price quotation must be in Philippine pesos
  - d. Price quotation must be NET OF TAXES
  - e. Must be signed
  - f. Send to the e-mail addresses below **on or before 27<sup>th</sup> October 2017.**  
Michelle De Claro [recruitment@handicapinternational.ph](mailto:recruitment@handicapinternational.ph)  
Rhea Fe Poliquin [logistics.manila@handicapinternational.ph](mailto:logistics.manila@handicapinternational.ph)