



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

Expressions of Interest (EOI) for Graphic Designer and Editor- Finalisation of the Biennial Update Report (BUR)

Scope of Work

This consultancy involves graphic designing and editing of the Biennial Update Report (BUR) project for the Republic of Fiji. The consultant will provide professional graphic design and editing services, ensuring the final report is visually appealing, coherent, well-structured, and easy to navigate. This includes compiling all chapters of the BUR project into a cohesive document, enhancing visual elements such as charts, graphs, and info graphics, and ensuring consistency in formatting and style. Additionally, the consultant will collaborate closely with the BUR project team to understand the specific requirements and objectives of each chapter, making necessary revisions and updates as needed. The consultant will also be responsible for maintaining high standards of accuracy and clarity in the presentation of data and information, ultimately delivering an organized and comprehensive report.

Duration

This consultancy for 30 days (nonconsecutive) period.

Qualifications and Experience

1. A Diploma/Certificate in Graphic Design, Multimedia Arts, Visual Communications, or a related field.
2. Proven experience as a Graphic Designer and Editor.
3. A strong understanding of design principles and strategically use different elements in project reporting.
4. Proficiency in graphic design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign, etc.).
5. Strong portfolio showcasing a range of graphic design, multimedia editing and report editing work.
6. Familiarity with report design for international organizations or government bodies.
7. Excellent written and oral communication skills and ability to work collaboratively in a team environment.
8. Attention to detail and a strong sense of aesthetics and creativity.
9. Ability to manage time effectively and meet deadlines.

The EOI should include the following:

1. A cover letter addressed to the Permanent Secretary with subject: "EOI – Consultant for Graphic Designer and Editor- Finalization of the Biennial Update Report (BUR)" expressing interest and rationale for your suitability for the consultancy.
2. A brief proposal discussing approach focusing on the professional graphic design and editing services, ensuring the final report is visually appealing,

coherent, well-structured, and easy to navigate, a timeline and a proposed consultancy fee.

3. A detailed CV highlighting qualifications and relevant or similar projects completed in the past.

Application Process:

Interested individuals are invited to submit their Expression of Interest (EOI) by 4pm (Fiji Time), Friday 31st January, 2025.

For the Term of Reference (TOR) inquiries or additional information and submission of EOI, please contact: Ms Ranjila Singh on ranjila.singh@environment.gov.fj