

Terms of Reference: Graphic Designer and Editor- Finalization of the Biennial Update Report (BUR)

Background

In 1993, the Republic of Fiji ratified the United Nations Framework Convention on Climate Change (UNFCCC), joining the global community's effort to combat climate change by limiting global temperature increases and addressing its impacts. As a commitment to the Convention, Fiji pledged to submit national reports on its implementation progress to the Conference of the Parties (COP). These reports provide information on climate change-related activities.

According to the Convention's requirements, developing country Parties, including Fiji, are required to submit National Communications (NCs) every four years. These communications contain anthropogenic greenhouse gas (GHG) emissions, national mitigation and adaptation measures, and other relevant information towards the Convention's objective. Fiji has already submitted three national communications, with the most recent, the Third National Communication (TNC), submitted in 2020, fulfilling Fiji's obligations under Articles 4 and 12 of the UNFCCC.

Biennial Update Reports (BURs)¹ also need to be submitted every two years and include updates on national GHG inventories, mitigation actions, and support received for climate change efforts. As a Small Island Developing State (SIDS), Fiji has the flexibility to submit both NCs and BURs at its discretion. Currently, Fiji is in the process of preparing its first BUR, scheduled for submission in the first quarter of 2025. The recent National GHG Inventory of Fiji was published and submitted to UNFCCC in 2023.

Fiji's first BUR will provide an overview of the country's specific circumstances regarding climate change and a summary of the anthropogenic emissions by sources and removals by sinks for the years 2013 to 2019, establishing a time-series from 1994 to 2019.

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 infographics, 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 organised and comprehensive report.

¹ Starting from 2024, Biennial Update Reports (BURs) will be replaced by Biennial Transparency Reports (BTRs) to align with the updated requirements introduced by the Paris Agreement. The BTRs serve as a means to fulfill the new transparency obligations outlined in the Agreement.

Deliverables

BUR Project	
First draft with all comments added and feedback incorporated from the validation workshop	30% of the remuneration
Second draft with all comments added and feedback incorporated from all line ministries	30 % of the remuneration
Final Draft	40% of the remuneration

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.

To apply

To apply for this consultancy position, please submit:

1. Curriculum vitae (CV);
2. Cover letter with no more than one page in English; and
3. Work plan and expected daily remuneration in USD.
4. Proven examples of your previous publications.

Qualified persons are invited to email their Expression of Interest to Ms. Ranjila Singh on email address ranjila.singh@environment.gov.fj