



ONE ASEAN ONE RESPONSE

TERMS OF REFERENCE

- Consultancy : **Graphic Designer for the 3rd Edition of the ASEAN Risk Monitor and Disaster Management Review**
- Reporting to : Knowledge and Change Management Officer of the AHA Centre
- Duration : 10 January – 28 February 2022

BACKGROUND

The AHA Centre – ASEAN Coordinating Centre for Humanitarian Assistance on disaster management – is an inter-governmental organisation established by 10 ASEAN Member States – Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam - to facilitate the cooperation and coordination among ASEAN Member States and with the United Nations and international organisations for disaster management and emergency response in the region.

After the successful launch of the first-two edition of the ASEAN Risk Monitor and Disaster Management Review (ARMOR) in 2019 and 2020, the AHA Centre plans to publish the third edition in the first quarter of 2022. The ARMOR 3rd Edition will feature five to seven articles that will focus on disaster response in the time of pandemic and focus on the scientific knowledge and experiences gained during the current COVID-19 pandemic. Through the publication of ARMOR, the AHA Centre is looking forward to make meaningful contribution to the disaster management sector in the region by bridging science and practice. The previous editions of ARMOR are accessible in this link <https://ahacentre.org/publication/armor/> for reference.

For this purpose, the AHA Centre wishes to engage a Graphic Designer as a consultant to develop the book cover and layout of the ARMOR publication, as well as visualising the research statistics, bars, charts, and graphics as part of the content. Furthermore, the graphic designer is required to comply with the ASEAN and the AHA Centre's brand guideline.

SCOPE OF WORK

Working closely with the Knowledge and Change Management Unit, Disaster Monitoring & Analysis Unit, and the Communications Unit of the AHA Centre, the appointed Graphic Designer will be required to do the following:

1. Develop the visual concept for the ARMOR 3rd Edition, including front cover, each chapter cover and back cover;
2. Develop layout and graphical representation of data and information contained in the ARMOR 3rd Edition. The publication is expected to consists of maximum seven (7) articles with approximately 5,000 words each, and separate sections for Introduction, table of contents, list of tables, figures, acronyms, and profile of the authors;
3. Present data and statistics in a visually-appealing manner;



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4. Facilitate design revisions, as agreed with the AHA Centre;
5. Produce high-resolution and low-resolution pdf version with interactive digital navigation of the ARMOR 3rd Edition;
6. Provide raw digital material of the statistics, bars, charts, and graphics of the ARMOR 3rd Edition;
7. Produce print-out dummy of ARMOR 3rd Edition, as necessary; and
8. Other tasks as guided by the AHA Centre.

DELIVERABLE

High quality digital publication of the ARMOR 3rd Edition.

QUALIFICATIONS AND EXPERIENCE

The Graphic Designer needs to have the following set of skills:

- Excellent skills in contemporary layout and graphic design, typography, and photography;
- Good command of English, especially related to writing and editing;
- Basic knowledge and understanding of printing production;
- Willingness to understand and comply with AHA Centre's brand guidelines;
- Experience in humanitarian and development practices is an advantage; and
- Knowledge of ASEAN and the AHA Centre is an advantage.

APPLICATION

Interested candidates must submit 3 (three) of their previous writing/editing portfolios, together with their CV, and proposal (budget and work plan). All documents should be sent via email to procurement@ahacentre.org by the **latest on 31 December 2021**. Incomplete applications will not be considered.

The Selection Panel's decision is final and only shortlisted candidates will be notified.
