

TERMS OF REFERENCE (ACT2021/071)

Position Title	: Graphic Designer (& Communications Support)
Contract Type	: Temporary Help
Duty Station	: Paramaribo
Reports to	: Communications Coordinator / Program Manager
Period	: May 15 th , 2021 – August 15 th , 2021

ABOUT THE ORGANIZATION

Amazon Conservation Team (ACT)

The **Amazon Conservation Team** (ACT) is a nonprofit organization dedicated to preservation of tropical rainforests on the continent of South America. The mission of ACT is to partner with indigenous and other local communities to protect tropical forests and strengthen traditional culture. ACT has a presence in Brazil, Guyana, Colombia, and Suriname. We have a unique niche among environmental nonprofits working in the tropics: ACT protects the rainforest by working hand-in-hand with indigenous peoples and other local communities in the Amazon. Specifically, we seek to steadily increase the number of local communities in the Amazon that are able to monitor, sustainably manage and protect their traditional forestlands and significantly increase the area of Amazonian rainforest with improved protection.

ACT's strategic approach to conservation, focusing on **sustainable land management and protection, secure and sustainable livelihoods**, and **strengthened community governance and culture**, support our vision for the Amazon and provides a clear, unified, and long-term direction for how our organization operates. The Amazon Conservation Team Suriname (ACT Suriname) was officially established in 2002 to strengthen ACT's relationship with the indigenous and Maroon communities in central and southern Suriname.

About the Project

In early 2020 ACT embarked on a journey to implement a regional project in Suriname, called the **Amazonia 2.0**. The Amazonia 2.0 project seeks to help reduce deforestation of tropical forests in six countries: Guyana, Suriname, Colombia, Brazil, Ecuador, and Peru. To address these threats, it strengthens the capacities of indigenous and campesino organizations from six territories in the Amazon basin through community forestry oversight and coordinating a social and technological platform to help spread and process data on threats to forests and actions taken to mitigate them. The project seeks the support of a network of partners to promote an agenda of public policy advocacy at the regional level based on the territorial management models it generates.

Amazonia 2.0 aims to strengthen forest governance models in indigenous and campesino territories of the Amazon biome, seeking local capacity building for good governance of territories and forests by consolidating a “community oversight” model developed in South America. It is a collaborative regional initiative financed by the European Union and implemented since 2017 under the coordination of IUCN South America in conjunction with IUCN Brazil, Fundación Natura (Colombia), Fundación EcoCiencia (Ecuador), ECO REDD (Peru), and in 2020 joined by Amazon Conservation Team – Suriname or ACT–S (Suriname) and the Amerindian Peoples Association or APA (Guyana).

Amazonia 2.0 applies a comprehensive model with interconnected elements:

- 1) Monitoring: strengthening the commitment, capacities and social and technological tools for local monitoring and better governance;
- 2) Advocacy on national and regional policies on climate change and forests, to contribute to decision-making processes at the local, provincial and national levels, based on the information obtained through monitoring;
- 3) Creation and / or development of a system to have a monitoring plan for forests in communal territories and their articulation with national systems and pressures on the territory. And finally,
- 4) cumulative efforts help the conservation and sustainable use of ecosystems in Amazonian landscapes.

CONSULTANCY:

ACT-Suriname has a communication strategy that is focused on disseminating the organizations work throughout the communications channels such as the website, social media, local newspapers, etc. Within the communications strategy of Suriname – more specific to this project – in order to gain leverage and visibility of the progress of this project in general, the organization is currently looking into hiring a consultant or consulting company to support ACT’s Communications unit with the objective of providing quality graphic designs for creating posters, banners, edited pictures, lay-out/diagramming of documents and montage of videos.

The goals and deliverables of this assignment are (not limited to) the following:

The consultant / consulting company will deliver the following main products:

- (1) Lay-out of three (3) booklets (approx. 15-20 pages) in three languages in accordance to A2.0 style guide
- (2) Develop five (5) sets of posters in close collaboration with communications as needed for workshops, training and presentations
- (3) Develop 8 short comic stories displaying the work of the rangers program via Randy, Gerda and Sraputo – ACT comic characters already developed.
- (4) Lay-out of Leticia Pact document in accordance to A2.0 style guide
- (5) Edit (existing) video material and create video compilations regarding the progress being made during the implementation of the project

TIMELINE & DELIVERABLES

<u>PRODUCTS</u>	<u>DELIVERABLE</u>	<u>DEADLINE</u>	<u>PAYMENTS</u>
	<u>SIGNED CONTRACT & WORKPLAN</u>	<u>MAY 15TH 2021</u>	
<u>PRODUCT 1</u>	<u>Lay-out of three (3) booklets (approx. 15-20 pages) in three languages in accordance to A2.0 style guide</u>	<u>15TH OF JUNE 2021</u>	<u>PAYMENT 1</u>
<u>PRODUCT 2</u>	<u>Develop five (5) sets of posters in close collaboration with communications as needed for workshops, training and presentations</u>		
<u>PRODUCT 3</u>	<u>Develop 8 short comic stories displaying the work of the rangers program via Randy, Gerda and Sraputo</u>	<u>15TH OF JULY 2021</u>	<u>PAYMENT 2</u>
<u>PRODUCT 4</u>	<u>Lay-out of Leticia Pact document in accordance to A2.0 style guide</u>	<u>30TH OF JULY 2021</u>	<u>PAYMENT 3</u>
<u>PRODUCT 5</u>	<u>Edit (existing) video material and create video compilations regarding the progress being made during the implementation of the project</u>	<u>15TH OF AUGUST 2021</u>	<u>PAYMENT 4</u>

PAYMENT SCHEDULE

- Payment 1 - 25% upon delivery of product one and two
- Payment 2 - 25% upon delivery of product 3
- Payment 3 - 25% upon delivery of product 4
- Payment 4 - 25% upon delivery of product 5

DIMENSIONS:

The consultant will be working closely with ACT's Communications Coordinator during the implementation period to ensure all activities and deliverables are according to the organization's expectations. Upon agreement the Consultant will present a workplan for all the deliverables required as well as submit reports in accordance to the Timeline and Deliverables schedule as mentioned above. Furthermore, it is expected that ACT's procedures and guidelines are adhered to prior to conducting activities.

WORKING CONDITIONS/ENVIRONMENT:

The Consultant will be working independently in Paramaribo and will maintain good communication with involved parties as well as provide regular progress reports. The position is designed to work in Paramaribo and does not require domestic or international traveling. Physical presence in the office is not required but can be requested as deemed necessary as the project progresses.

WORKING RELATIONSHIPS

- ACT Communications unit
- ACT management (Program Director, Program Manager, Finance & HR Manager and Office Manager)
- Other team members ACT-Suriname
- Communications coordination of A2.0
- Partner communities / consultants

SKILLS, KNOWLEDGE & EXPERIENCE

- At least 5 years of experience in the field of graphic designing
- Experience with projects in the field of environmental communication / conservation
- A good understanding of cultural sensitivities surrounding indigenous and tribal people (in relation to education)
- Excellent Planning, Monitoring, Evaluation and Reporting techniques for assigned projects
- Flexibility and stress resistance is required
- Adhere to the core values of ACT
- Fluency in many languages covering the program- Dutch, English, and Sranan Tongo

DURATION

The duration of this contract is 6 months starting from 15th of May till 15th of August with the possibility of extension upon mutual justification

HOW TO APPLY

Submission of the following documents can be addressed to: email a.haynes@act-suriname.org

Requested documents:

- a) A cover letter including the applicant's specific technical competencies in the consulting field
- b) Curriculum vitae
- c) Technical proposal including a methodological approach

The deadline for application is **12 may 2021**

The information contained in this description has been designed to indicate the general nature and level of work performed by employees or consultants within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees or consultants assigned to this job.