



# Terms of Reference

## Graphic Design Consultant

### 1. Background

The Centre for Equality and Justice is the locally registered office consisting of former staff of FOKUS WOMEN, which was in operation in Sri Lanka since June 2012. Centre for Equality and Justice (CEJ) was established as a company limited by guarantee in late 2017. CEJ's mission is the achievement of gender justice so that men and women live in a society that is free, just and equal. This will be achieved by promoting gender equality, by advancing the rule of law, good governance and democratic principles, promoting women's advancement and economic empowerment, advocating for the commitment to international human rights standards and by fostering partnerships with grassroots level women's networks. CEJ is primarily a women's organization working on the rights of women in the private and public sphere. CEJ engages with policy makers, government officers and strengthens grassroots level women's capacities to claim their rights.

### 2. Responsibilities

- 1) Attend briefings with CEJ.
- 2) In consultation with CEJ, develop content to be used on CEJ's social media.
- 3) Produce graphic tiles/ basic animations and gifs/info-graphics using the information provided by CEJ
- 4) Produce a minimum of 4 posts every week.
- 5) Incorporate feedback given by CEJ into the produced work.
- 6) Deliver work in a timely manner on a deadline agreed upon by CEJ and the consultant. Briefing emails will be sent on a weekly basis.
- 7) The consultant is expected to work with their own software and equipment.

#### **4. Duration**

The above consultancy runs from 28 October 2019- 31 December 2019.

#### **5. Consultancy fee**

As per the financial guidelines of CEJ, the contract will be between CEJ and the Consultant. Payment will be made upon completion of the finalized communications plan.