**TERMS OF REFERENCE**

**Designer**

# Ukraine Recovery and Reform Architecture (URA)

**1. Objective(s) and linkages to Reforms**

Ukraine Recovery and Reform Architecture (URA[[1]](#footnote-1)), a comprehensive technical assistance programme deployed by the European Bank for Reconstruction and Development (EBRD), in partnership with the European Union (EU), to support the Government of Ukraine in key reform, recovery and EU integration processes. URAis composed of Recovery and Reform Support Teams (RSTs) currently embedded in Ministries and agencies to manage the implementation of sectoral reforms and recovery initiatives.

The Designer will assist the Recovery and Reform Support Teams with delivering high-quality visual communication materials and ensuring the effective presentation of key initiatives. They will create compelling designs for the website, social media platforms, presentations, and communication campaigns, aligning visuals with reform priorities and project goals.

**2. Position and reporting line**

The Designer will be a full-time consultant at the Ukraine Recovery and Reform Architecture programme, reporting to the Head of the Ukraine Reform Architecture Foundation (URA Foundation), which provides operations support to URA.

**3. Duration and proposed timeframe**

The consultancy assignment is expected to start in January 2025 and has an estimated duration until 31 August 2025. Subject to the availability of funding, the performance of the selected consultant and the specific needs of the programme and the Government of Ukraine, this appointment may be extended. Probation period is three months.

**4. Main Duties and Responsibilities**

The Designer will be expected to support Recovery and Reform Support Teams with:

**Developing Visual Concepts and Ideas**

* Creating innovative ideas and visual positioning concepts for key directions of activities, priority transformations, and reforms.
* Proposing effective design solutions tailored to project objectives.

**Designing and Producing Visual Materials**

* Developing compelling visual assets for the website, social media platforms, and presentations.
* Producing impactful design concepts to enhance reforms communication.
* Designing layouts and visual materials on key reform and recovery initiatives, communication campaigns.

**Enhancing Donor Visibility**

* Ensuring proper attribution and visibility of donor support for all contributors to the EBRD-Ukraine Stabilisation and Sustainable Growth Multi-Donor Account.

**Collaboration and Coordination**

* Coordinating with stakeholders and partners to align on design concepts and materials.
* Ensuring all design outputs meet the expectations of stakeholders and align with communication goals and URA objectives.

1. **Qualifications, Skills and Experience**
   1. **Qualifications and skills**

* A university degree in Graphic Design, Visual Arts, Communications, or a related field. Advanced certifications in design or visual communication would be an advantage.
* Proficiency in industry-standard design software (e.g., Adobe Creative Suite, Figma, or similar tools).
* Ability to translate complex ideas and concepts into visually engaging materials.
* Strong organisational and communication skills, with the ability to manage multiple tasks and deadlines effectively.
* Excellent command of English and Ukrainian, both written and spoken.
* Impeccable ethical standards, and outstanding leadership skills.

**5.2 Professional experience**

Minimum of 5 years of general professional experience (working for international organisations and/or international technical assistance projects would be an advantage), of which:

* at least 3 years of proven experience in graphic design, visual communications, or related fields.

**5.3 Other experience**

* Previous experience working for international companies/organisations.
* Familiarity with current Ukraine’s reform and recovery agenda, good understanding of policy formulation processes and policy dialogues will be an asset.
* Experience collaborating with government bodies, with a strong understanding of their mandates and processes will be an asset.

1. **Funding Source**

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). Contributors to the MDA are Austria, Denmark, Finland, France, Germany, Italy, Japan, Latvia, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom, the United States, and the European Union.

Please note that selection and contracting will be subject to the availability of funding.

1. **Submissions**

Submissions must be prepared in English only and delivered electronically by **23:59 Kyiv** **time,** **January 02, 2025,** to the following address: [uraf@uraf.org.ua](mailto:uraf@uraf.org.ua)

All submissions must include:

* completed, signed, and scanned/photographed [Application Form](https://docs.google.com/document/d/1lKQ61UddK1cjI9LlOd1yrttDTrdBUf8R/edit?usp=sharing&ouid=117970227968707665739&rtpof=true&sd=true);
* completed, signed, and scanned/photographed [Non-Disclosure Agreement](https://docs.google.com/document/d/1fXMO8bbv4OtGZumPGs1jZOHHkUoQ8XiZ/edit?usp=sharing&ouid=117970227968707665739&rtpof=true&sd=true);
* applicant's CV;
* portfolio with examples of design work relevant to the role (PDF or a link to an online portfolio)
* contact details for two three referees who, if contacted, can attest to the professional and/or educational background of the candidate.

Only applications that have been submitted using the correct template and are fully completed will be considered.

**Important notice: only Ukrainian nationals are eligible to apply; civil servants are not eligible to apply unless 6 months have elapsed since they left such employment.**

1. **Selection Procedure**

Following the evaluation of all applications received, selected candidates may be invited to a written test. Only shortlisted candidates will be invited to an interview.

1. URA is implemented with the financial assistance of the EBRD-Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA), contributors to which are Austria, Denmark, Finland, France, Germany, Italy, Japan, Latvia, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom, the United States, and the European Union. [↑](#footnote-ref-1)