Annex A: Terms of Reference
Provision of services under the project
“Supporting decision making and building capacity to support the Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES) through national ecosystem assessments”

1. Background

The Caribbean Natural Resources Institute (CANARI) is partnering with the Environment Division of the Government of Grenada to execute a National Ecosystem Assessment (NEA) of the tri-island state of Grenada, Carriacou and Petite Martinique. This project is part of a global initiative on: Supporting decision making and building capacity to support the Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES) through national ecosystem assessments. Funding is through the Government of Germany, Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, International Climate Initiative (IKI) with global project oversight by the UN Environment World Conservation Monitoring Centre (WCMC). Grenada is the first Caribbean country and Small Island Developing State (SID) to be participating in this global initiative and will serve as an important pilot for the Caribbean region.

The main project output is the NEA report authored by approximately 100 authors spread across six chapters. The final draft of the NEA has recently been produced and is an estimated 500 pages and is currently being prepared for final publication. To this end, CANARI is seeking the services of a consultant (individual or firm) to provide graphic designing services to ensure a final publication-ready NEA (both web and print version) as per the Government of Grenada and CANARI publication guidelines/standards and branding. The final product will be similar in content and layout to the National Ecosystem Assessment Reports done for other countries available at https://www.ecosystemassessments.net/resource-list/?type=report.

2. Job summary and deliverables

The Consultant will conduct the following activities and supply the deliverables specified below:

- To complete design and layout work for web-based and print ready versions of the Grenada NEA (letter size 8.5” x 11” report) following CANARI/Government of Grenada branding and publication guidelines and standards
- To ensure uniform and high-quality graphics by redesigning and adjusting (as needed), the appearance and layout of all boxes, figures, and graphs
- To design cover pages, headers/footers, and create additional graphic concepts, illustrations and pictorials, based on information within the NEA
- Design consistency to also include consideration for: page numbering (sequencing, consistency of placement on the page); alignment of text and columns; inclusion of photo credits and accuracy captions, if used; relative fonts, sizes, and other features of standard elements such as headlines, subheadings, captions, and footnotes; including consistency in presentation of text boxes and graphic elements etc.
- A maximum of three edits on mock-ups and two design drafts of entire document is anticipated

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<th>Activities</th>
<th>Deliverables</th>
<th>Due Date</th>
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| Inception meeting on:  
- the target audience for the product(s)  
- desired look and feel of the document  
- specific desired graphic elements  
CANARI to provide all photos for inclusion and to guide on placement. | Draft design/indicative layout for approval. Several options may be presented for consideration including mock-up / examples of various design elements. | June 10th, 2023 |
| Preparation of first draft of the Grenada NEA report. | First draft of the graphically designed NEA. | July 10th, 2023 |
| Iterative process to produce final NEA report. Up to three – five revisions are anticipated. | Final Grenada NEA. | August 10th, 2023 |

Note: The consultant will not be responsible for editing and publication. The Consultant must have access to their own software/ specific design programmes. All copyright over any products developed rests with CANARI and the Government of Grenada. The designer may not use, reproduce or otherwise disseminate or authorize others to do such without prior consent from CANARI/Government of Grenada.

3. Consultancy duration and renumeration

The Consultant is expected to carry out the assignment between June to August 2023. The renumeration offered is US $12,000.00 to be paid in the consultant’s local currency.

4. Qualifications and relevant experience:

The Consultant should have expertise and experience as follows:

- Bachelor’s degree in graphic design, digital media or similar qualifications or minimum of five (5) years of graphic design experience
- Experience in designing high quality technical publications using innovative graphic designs with the use of software such as Adobe Creative Cloud, (In-Design, Illustrator, Photoshop), CorelDraw, or equivalent software
- Experience in visual messaging and developing informational graphics
- Understanding of graphic layout, design and production from start to published/printed products with knowledge of colour management and experience with producing both printed and digital publications
- Ability to work independently and to meet tight deadlines to deliver products on time;
- Strong interpersonal skills, able to communicate and work with diverse people
• Fluency in written and spoken English

5. Description of output
CANARI will provide the most up to date versions of Grenada NEA chapters as Microsoft Word document and other relevant information, research, reports and materials to support the graphic design of the Grenada NEA. CANARI will also provide logos and formatting guidelines for the Consultant’s use.

6. Application Process
Please submit a CV, cover letter highlighting relevant experience and portfolio. Applications should be sent to Danielle Morong Johnson at Danielle@canari.org by 4pm AST May 26th, 2023.