



TERMS OF REFERENCE (ToR)

GRAPHIC DESIGNER

Organisation (the Client):	Consult KM International
Location:	Home-based
Type of appointment:	Individual Consultant / Non-Exclusive Consulting Agreement,
Assignment start date:	1 August 2026
Assignment end date:	1 August 2027
Duration of the assignment:	1 year with possibility of extension
Supervised by:	Project Manager or Director, Consult KM International
Payment arrangement:	Monthly / Project-based

1. Background

Consult KM International is a registered London-based consultancy with global outreach. Founded in 2021, it is a young organisation with a fresh outlook and a breadth of experience. It focuses on the international development, humanitarian and non-profit sectors and offers specialised services in knowledge management, report and proposal writing, storytelling and visuals, research and M&E, and other areas. It also provides facilitation and capacity building support in these areas.

Consult KM International was founded in November 2021 and officially incorporated on 11 July 2022 under the laws of the United Kingdom. Its pool of consultants today consists of more than 65 professionals and practitioners at junior, mid, and senior level in the following categories:

- a) **Knowledge Management Specialists** (mid- and senior-level professionals who provide expert guidance and support in assessing the existing KM environment, and developing and implementing KM strategy, action plans, practices and tools);
- b) **Report and Proposal Writers** (professionals of different level of seniority who specialise in technical writing, development and consolidation of high-level project progress and donor reports, analytical reports, proposals, policy papers, articles, press releases, minutes, case studies, success stories, etc.);
- c) **Communications Specialists** (assessment/analysis of existing communications strategies and plans, development, revision and adaptation of communications strategies and plans, content

- plans and trackers, social media management, media monitoring, development of communications and advocacy campaigns, content writing);
- d) **Editors/Proofreaders** (senior-level professionals and native speakers who provide editing and proofreading of high-level documents listed above);
 - e) **Graphic Designers** (mid-level professionals who provide graphic design, layout and visual services, including the development of infographics, report covers, brochures/leaflets, presentations, and visibility materials);
 - f) **Photographers/Videographers** (mid- and senior-level professionals who provide visual support such as photo and video editing and production);
 - g) **Researchers and M&E Specialists** (junior-, mid- and senior-level professionals who provide high-level services in research, data collection and analysis on a variety of topics, monitoring and evaluation, including mid-term reviews, final project evaluations, baseline and endline studies, impact assessments, and more);
 - h) **Subject Matter Experts** (senior-level experts who specialise in particular topic area such as child rights/child protection, gender and GBV, migration, environment and sustainability, urban development, and many others; our experts review documents for accuracy with regard to sector- and area-specific language and terminology, provide expert guidance and support, and deliver training as needed).

The consultants have years of experience working with international development organisations, including UNDP, UNICEF, UNFPA, UNOPS, EU, USAID, WWF, IFRC, Caritas, Tearfund, FHI360, Transparency International, and many others, as well as government and donor agencies, trusts and foundations, development banks, and I/NGOs globally, and are therefore highly familiar with the sector and the work requested. The team also includes project coordinators who manage and coordinate the work of consultants and maintain ongoing communication with the client to understand the needs, identify and address concerns, and ensure the timeliness of deliverables.

Consult KM International works globally and covers a range of languages and topic areas, including social and economic development, child protection and safeguarding, governance, stabilization and peacebuilding, health, gender and GBV, migration, climate change, and many more. Where necessary, it collaborates with local service providers and suppliers worldwide to ensure high quality of products and proximity to the client. In all assignments, it guarantees full confidentiality and non-disclosure of information shared by the client. It also ensures that all products are in line with the client's (and donor) requirements and guidelines.

2. Scope of Work

To provide the above services to the highest standard, as part of its pool of consultants, Consult KM International is looking to engage a qualified mid- to senior-level Graphic Designer. The selected candidate will provide high-quality graphic design services to clients in the international development sector, which will include layout and design of reports and other high-level publications, development of infographics and other visual aids, development of presentations, conference materials, visual merchandise, visual identity, brand books, and others.

The candidate is to ensure that the work delivered is in line with client requirements and guidelines, including style guides and branding. The candidate is expected to work independently, as part of a team, and with little supervision.

Specifically, the Graphic Designer is requested to provide the following services (not limited to):

- Develop infographics based on information provided by client
- Design reports, case studies and other documentation, as required, in line with client requirements and branding
- Develop layouts and formatting for reports, proposals and other documentation, as required

- Ensure efficient communication with client as needed to ensure satisfactory delivery, accommodate edits and suggestions
- Ensure timely delivery and high-quality of products in required formats
- Develop visibility materials, as needed
- Other related tasks, as may be required

3. Expected Deliverables

Workload on a weekly/monthly basis and corresponding deliverables are to be agreed prior to starting the work.

The Consulting Agreement is non-exclusive and does not guarantee certain hours of work. The consultant will be contacted on request and specific deliverables and timeline will be set for each deliverable.

4. Qualifications

The candidate is expected to hold a Bachelor's or Master's degree in Graphic Design, Communications, or another related field.

The candidate is also expected to meet the following criteria:

- Minimum 5 years experience in developing infographics and designing reports or similar products
- Experience of working in the international development/humanitarian sector is highly preferred
- Excellent communications skills
- Ability to work under pressure and on multiple assignments, ensuring efficiency, timeliness and high quality of products
- English proficiency

5. Remuneration

The Consultant is to be remunerated on a monthly basis within 30 days following the submission of timesheet and invoice specifying the completed tasks and hours spent.

6. Duration of Assignment

As per Consultancy Agreement, the Consultant is expected to provide the required service on a rolling basis for a period of 1 year or until the Agreement is terminated by either Party. A 30-day written notice is required from either party to terminate the contract.

7. Location of Assignment and Travel

The consultancy is home-based. Should the Consultant be required to travel, this is to be arranged and approved by Consult KM International. All expenses incurred by the Consultant during business/official travel is to be covered by Consult KM International.

8. Reporting

The Consultant is expected to report to the assigned Project Manager or Director of Consult KM International.

HOW TO APPLY

Please send your CV (PDF format) and Portfolio to inquiry@consultkm.org.