



**TERMS OF REFERENCE
GRAPHIC DESIGNER/LAYOUT
Individual Consultant**

1.0 Background

The Nile Basin Initiative (NBI) is a regional intergovernmental partnership of 10 Nile Basin countries, namely Burundi, DR Congo, Egypt, Ethiopia, Kenya, Rwanda, South Sudan, The Sudan, Tanzania and Uganda. It was established on 22 February 1999, by Ministers in charge of Water Affairs in the Nile Basin countries to work towards a Shared Vision Objective: **To achieve sustainable socio-economic development through the equitable utilization of, and benefit from, the common Nile Basin water resources**". The shared belief is that countries can achieve better outcomes for all the peoples of the Basin through cooperation rather than competition. At the heart of this challenge is the imperative to eradicate poverty.

NBI provides the Member States with the only basin wide and impartial platform to discuss with trust and confidence how to jointly take care of and utilize the shared Nile Basin water resources for win-win socio-economic benefits and to promote regional peace and security.

The Nile Council of Ministers (Nile-COM) of Water Affairs in the NBI Member States is the highest decision-making body and provides policy guidance to the NBI. The Nile Technical Advisory Committee (Nile-TAC), comprising technical representatives from the partner states, offers technical support and advice to the Nile-COM on matters related to the management and development of the common Nile Basin water resources.

Professional day to day management of the NBI is by three centers namely a regional Secretariat, the Nile Basin Initiative Secretariat (Nile-SEC) located in Entebbe, Uganda; the Eastern Nile Technical Regional Office (ENTRO) based in Addis Ababa, Ethiopia and the Nile Equatorial Lakes Subsidiary Action Program Coordination Unit (NELSAP-CU) based in Kigali, Rwanda. In each country, the National NBI Office headed by the respective Nile-TAC member serves as the focal point for all NBI-related activities.

What NBI does

NBI provides member States with services under three core functions as follows:

- **Facilitating Basin cooperation.** This function is undertaken to provide a common platform for countries to engage, consult and deliberate with each other and other Nile stakeholders on a regular basis. It aims to build broad political and civic support for transboundary water cooperation in the basin.

- **Water Resources Planning and Management.** This function provides critical services in building basin wide technical competencies and capabilities and support science/knowledge-based decision making to monitoring, protecting and sustaining the Nile water resources.
- **Water Resources Development.** This function mainly focuses on identification and preparation of cooperative water resources investments that demonstrate to the basin population the benefits accruing from cooperation.

2.0 The Assignment

The Nile Basin Initiative Secretariat (Nile-SEC) is seeking to identify an experienced Graphic Designer and Layout expert to help design its various communication, visibility and knowledge products during the period **July - December 2025**.

The selected candidate will be expected to work under though the Regional Communications and Stakeholder Engagement Specialist as contract manager and in coordination with other relevant staff and ensure that the different products provide the best possible functionality and usability to its stakeholders and contribute to the overall branding process.

2.1 Objective

The objective of this consultancy is to design the Secretariat's communication, visibility and knowledge products as well as other key documents, in line with the Corporate Design Manual and guidelines.

3. Scope of Work (Accountabilities/ Description of duties):

- Layout and design the various Nile-SEC communication, visibility and knowledge products and other documents in close cooperation with the staff responsible.
- Ensure that all products are designed in line with the NBI Corporate Design manual and guidelines provided.
- Make recommendations on creative and innovative ideas for web versions of the different products as needed.
- Improve and edit artworks, photos, charts and other graphic elements.
- Develop creative concepts using both text and photographs provided for assignment within the framework of the NBI Corporate design Manual.
- Submit color printouts to be signed off by Nile-SEC focal person.

All documents or materials for designing will be provided by the Secretariat as final or near final Word documents.

Detailed Scope of Work (List of Knowledge and Communication Products)

Deliverable	Specifications	No of Design Days
NBI Basin-wide Programme BWP 2	Size: 21X28 cm pages: 57 - 60 including covers. paper inner: 115 gsm art paper paper covers: 300 gsm art matt (matt lamination on the covers) Binding : saddle stitch	12

Gender Policy and Strategy	Size: 21X28 cm pages: 75 including covers. paper inner: 115 gsm art paper paper covers: 300 gsm art matt (matt lamination on the covers) Binding: saddle stitch	8
1 policy brief	A4 Full colour Art matt paper	3
Water quality Sourcebook	size: 21X28 cm pages: 60 including covers. paper inner: 150 gsm art matt paper covers: 300 gsm art matt (matt lamination on the covers)	6
Update water quality thematic area combined project fact sheet	size: 21X28 cm pages: 6 pages including covers. paper inner: 150 gsm art matt paper covers: 300 gsm art matt (matt lamination on the covers)	4
Project caps	100 cotton logos	1
Project banners	Full colour logos	4
Safety equipment (UV-jackets, gumboots, gloves)	Full colour logos	2
Laboratory coats	NBI logo	1
Pull up Banner for the young professionals programme	Roll Up format 200×300 cm, single-sided print	1
Logo refresh for Second Heads of State and Government Summit of Nile Basin (on behalf of National Organising Committee)	Previous artwork	2
Special Book Second Heads of State and Government Summit of Nile Basin	Paper Size: A3 Pages: 100 - 120 including covers. Text Art paper 150gsm Cover Art Board 200gsm Cover Strawboard 1800gsm Cover Art paper 170gsm Paper inner: 115 gsm art paper Text: Matt paper 170gsm Binding: Case Binding	20

	Full Colour	
Tear drop Banner (English)	Full colour 4 x 1m	0.5
2 Nile TAC (French)	Digital	2
2 Nile TAC (English)	Digital	2
1 Nile COM (French)	Digital	1
1 Nile COM (English)	Digital	1
1 Main Banner (French)	Physical PVC Matt	1
1 Main Banner (English)		1
Corporate Report	Size: 21X 28 cm pages: 80 including covers paper inner: 150 gsm Art matt cover: 300 gsm matt (matt lamination on the cover)	10
Journalists' Sourcebook (PDF/online & interactive)	Size: 21X 28 cm pages: 80 including covers paper inner: 150 gsm Art matt cover: 300 gsm matt (matt lamination on the cover)	10
Notebook	Size: 21cm height x 15cm width (A5) No. of pages: 100 (including covers) Cover pages: Art board 350 gsm, with Matt lamination Inside papers: Bond paper, ruled, 80gsm Binding: spiral binding (double) Front: Nile Cooperation French & English	0.5
2026 Wall calendar	A3, 14 leaves, Full colour, One side printing Art matt 170gsm all pages artboard front flap spriral binding Horizontal	8
3 SADA reports		6
Regional Action Plan		3
Policy Briefs		2
ICT Policy		6
Governance Charter		6
TOTAL		124

4.0 Level of education/experience/skills:

- University degree in Information Technology (Graphics and Multimedia), Industrial Art and Fine Art or related field (or other relevant degree) with at least 5 (five) years of relevant work experience in the field of graphic design/layout/publication production.
- At least five (5) years of strong practical background in graphic design, including knowledge of design software such as Adobe Creative Suite 3 package especially In Design, Photoshop and web design tools such as Dream weaver and Flash. Basic understanding of web development (HTML, Java script etc) technologies is required.
- Advanced knowledge of photography, image editing
- At least 4 similar assignments in the last 3 years.
- Basic understanding of the work of NBI and working experience in development work is an added advantage.
- Ability to deliver timely and high-quality results under tight deadlines.
- Excellent coordination skills, and ability to follow instructions, work under pressure as a part of a team, or independently is required, excellent attention to detail.
- Language requirement: Fluency in written and spoken English. Working knowledge of French is seen as an asset.

5.0 Contract Terms

The Secretariat will contract the graphic designer on a retainer basis for the period **July – December 2025**. Payment will be based on the actual number of days worked.

6.0 Application modalities and deadlines

The application documents will include:

- An application letter indicating how the application meets the requirements of the ToRs
- CV of the consultant
- **Three links to work samples demonstrating most relevant previous productions)**

Interested individual consultants who meet the requirements in the ToRs should submit an electronic application to the Executive Director of Nile-SEC, attention to procurement officer at **Email : wrnconsult@nilebasin.org**, in Entebbe/Uganda, **no later than 5:00 pm (Local time in Entebbe, Uganda) not later than 24th September, 2025.**