

POST DESCRIPTION

Title	Graphic content designer Barranquilla project.
Location of project	Barranquilla, Colombia
Scale	Professional Junior Consultant/Teacher Trainer Junior I
Economic Compensation	\$33,000.000 Colombian Pesos for the entire contract (IVA not included)
Number of trainers required	NA
Lengths of contract	11 months
Number of consultants required	1
<p>Context and Environment</p> <p>The British Council is the UK’s international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections, and engendering trust.</p> <p>We work with over 100 countries across the world in the fields of arts and culture, English language, and education. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.</p> <p>This service is part of the work we do in the British Council’s English Programmes Strategic Business Unit, which formulates and delivers a series of projects to support governments with the inclusive, quality teaching, learning and assessment of English, where learning in the education system is in Spanish, and English is taught as a formal subject.</p>	
<p>Purpose</p> <p>Provide professional services as a Photographer, designer for graphic and/or audiovisual content across various components of the Barranquilla project.</p>	
<p>Responsibilities</p> <ol style="list-style-type: none"> 1. Develop products in accordance with the corporate policies and technical guidelines of the British Council. 2. Create the project’s corporate image and identity in collaboration with the British Council’s marcomms teams and key partners. 3. Design graphic content to be included in the execution of the Barranquilla project’s communication strategy, in collaboration with the project communication coordinator, as well as the British Council’s marcomms team and partners. This should include, at a minimum: 4. Graphic pieces for social media (infographics, GIFs, short, animated videos, etc.). 5. Newsletters for email distribution. 	

6. Materials for live broadcasts (banners, frames, etc.).
7. Graphic products for print media (banners, point-of-purchase materials, etc.).
8. Layout reports, newsletters, and materials for the project's internal and external communications.
9. Provide support for communication during project events.
10. Provide timely information and prepare presentations as necessary.
11. Organize and archive all design content created throughout the project in a designated folder, including editable versions.
12. Maintain a digital record of each graphic and supporting material designed.
13. Produce weekly materials as needed for the schedule of activities of the project.
14. Support any other technical activities that may arise from the delivery, in accordance with the agreement with the technical lead.
15. Participate in internal and external meetings for monitoring, standardizing processes, and other strategic meetings relevant to the project's successful development.
16. Deliver agreed products in a timely manner and address any comments or suggestions made by the British Council until achieving satisfactory quality.
17. Participate in training sessions, follow-up meetings, and activities necessary to ensure compliance with the British Council's goals related to the contract signed with Corpoeducación.
18. Understand and comply with the British Council's policies, including but not limited to data protection policies, codes of conduct, confidentiality, and safeguarding. These policies, codes, and protocols are available at: <https://www.britishcouncil.org/partner/international-development/jobs/policies-consultants>
19. Complete the six mandatory courses, including Child Protection Awareness, Safeguarding, Equality, Diversity and Inclusion (EDI), Fraud Awareness, Information Management, and Safety and Security.
20. Understand and comply with the British Council's equality, diversity, and inclusion policy in all activities conducted in this role.
21. Understand and comply with the acceptable use policy, roaming use policy, security information policy, and any written instructions regarding these matters.
22. Maintain and comply with all legal measures of confidentiality, security, and protection of personal data to which access is granted during the execution of the contract, in accordance with the data processing policy of the British Council, Corpoeducación, and Colombian law.
23. Inform Corpoeducación and the British Council of any personal data security incidents that may affect the information of the data subjects.
24. Destroy and/or return all personal data information upon termination of the contract, following the instructions received from Corpoeducación.
25. Strictly observe and comply with all biosafety protocols established by both the National Government and local authorities for activities that must be conducted in person and/or that require participation in commercial establishments, under penalty of immediate and unilateral termination of the contract.
26. Be available to conduct accompanying visits in different regions of the country.
27. Address comments and/or recommendations from project coordination.
28. Carry out all activities with high standards of confidentiality and discretion regarding the information related to this project.
29. Respect copyright always.
30. Any additional requirements necessary for fulfilling the objectives or arising from the nature of the project.

TERMS OF REFERENCE

Type of Contract	Service provision upon request
Payment terms	<ul style="list-style-type: none"> - Twelve (11) payments of \$3.000.000 each will be made upon submission of a progress report detailing the implementation of communication strategies for the Barranquilla project. - Payments will be issued upon approval from the Head of Implementation. - Each month, the contractor will provide proof of social security contributions as required by local legislation.
Legal deductions	In accordance with legal policies in Colombia
Deliverables	<p>Depending upon the service provided. This may include but not be limited to:</p> <ul style="list-style-type: none"> - Monthly Report: This report outlines the communication activities carried out during the month, providing insights into engagement and effectiveness. - Graphic Content for social media: Includes visually engaging materials such as infographics, GIFs, short, animated videos, and more, designed to enhance audience interaction. - Graphic Products for Print Media: Encompasses a variety of printed materials, including banners, point-of-purchase displays, and other promotional items. - Audiovisual Content and Project Materials: compiles all audiovisual assets (videos, photographs, etc.) and other materials created as part of the project strategy up to that date, along with the relevant formats and permissions. - For the first payment you must complete and send the certificate of the completion of the six mandatory courses, including Child Protection Awareness, Safeguarding, Equality, Diversity and Inclusion (EDI), Fraud Awareness, Information Management, and Safety and Security

CONTRACTOR SPECIFICATION

Essential qualifications, experience and skills	<ul style="list-style-type: none"> - Minimum of two (2) years of graphic design experience. - Proficiency in design, layout, editing, image retouching, and audiovisual software, including but not limited to Illustrator, Photoshop, and InDesign. - Fluent in Spanish at a C1 level according to the Common European Framework of Reference (CEFR). - At least six months of experience in creating graphic materials for educational projects (preferred)
Desirable	<ul style="list-style-type: none"> - Bachelor's degree in graphic design or a related field. - Postgraduate studies in relevant areas (desirable).
Passport and/or nationality requirement	<ul style="list-style-type: none"> - Eligibility to Work in Colombia: Candidates must have the right to work in Colombia. - Visa Sponsorship: The British Council is unable to support or sponsor work visa applications or cover relocation costs for non-Colombian applicants

Important features	<ul style="list-style-type: none"> - Successful applicants are not offered an immediate contract. The British Council Colombia is expanding its pool of consultants, and contracts are offered on a regular basis, based on organizational needs. - Availability to travel for candidates living outside Barranquilla. 		
Application Process	<p>Interested candidates should submit their resumes to the following email address, in accordance with the description and guidelines provided above: linguismobaq@britishcouncil.org</p> <p>Please follow the below steps:</p> <ul style="list-style-type: none"> - Your CV should highlight the relevant experience and qualification for the post. - Your CV should be named with your name and surname as follows: John Williams CV - In the mail subject, please specify the position you are applying for, in this case: “Graphic content designer – Barranquilla project”. - Remember that your place of residence must be in Barranquilla. <p>If you have any questions about this application process, you can write an email to linguismobaq@britishcouncil.org using " Graphic content designer Barranquilla project Application" as the subject.</p> <p>The British Council reserves the right to reject all applications and accept the one it deems most advantageous.</p>		
Rates	Upon submission of deliverables – 11 payments for \$ 3.000.000 COP/ each		
Deadline for application	November 30, 2024		
Submitted by	Sandra Rangel, Head of Implementation	Date	14/11/2024