



WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles. Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.

Voluntary Assistant – Evidence Value Chain (Product design and visualization)

**Research, Analysis, and Monitoring Unit,
Regional Bureau for Asia and the Pacific**

TERMS OF REFERENCE

ABOUT WFP

The United Nations World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world achieve Zero Hunger in our lifetime. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly, women and children, can access the nutrition food they need.

The Research, Assessment and Monitoring (RAM) Unit for Asia & Pacific, as the analysis service of WFP in the region, plays an integral role in ensuring that WFP's response and technical support efforts are founded on a strong evidence base adapted to the realities of the region. As part of an ongoing regional effort, RBB RAM is committed to strengthening analytical capacities, from assessment to monitoring, products/tools for improved communication and visualization and innovative approaches to ensure RAM function meets the current demand but also is well positioned to respond to and is able to anticipate future needs and demand from government and partners in the region.

The COVID pandemic has pushed WFP in the region to adopt remote assessment new capabilities through mobile phone (mVAM) or web-based platform to support the food security and livelihood assessments that inform the situation and trend over time of the vulnerable groups and the impact of COVID. Many WFP Country Offices have now initiated remote assessment, which has required intense support from the regional office, in terms of questionnaire and survey design, data analysis programming and data visualization. With that shift, more advanced and frequent analytical products are produced and shared internally and externally.

We are currently seeking a graphic designer voluntary assistant within our RAM Unit based in Bangkok, Thailand, to help produce impactful products and visuals that best communicate WFP's work in the region.

GENERAL INFORMATION

- **Title of Post:** Voluntary Assistant (graphic designer)
- **Grade:** Voluntary Assistant
- **Supervisor:** Regional Monitoring Officer

- **Unit:** RAM (Research, Assessment and Monitoring)
- **Division/Country Office:** Programme, Regional Bureau for Asia and the Pacific
- **Duty Station:** Bangkok, Thailand
- **Duration of assignment:** 5 months (starting from Sep 2020)

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Regional Monitoring Officer, the voluntary assistant will have the following responsibilities:

- Support Country Offices (COs) in Asia and the Pacific in improving evidence products including M&E reports, infographics, and other communication materials. This includes providing direct support to the COs designing evidence products in line with WFP branding and developing product templates and training materials.
- Support various RBB teams in improving evidence/communication products and providing any required visualization support for workshops and conceptual visualization.
- Support evidence-sharing efforts including: produce data visualization (Tableau) dashboard/ infographic tools, consult and ensure quality control on external reports (donor reporting, food security reporting, etc.), evaluate customer satisfaction with existing products and advise on improvements;

EXPECTED OUTCOMES

- High quality analysis, interpretation and communication undertaken on WFP programme and projects with some degree of automation;
- RBB and the Country Offices' evidence products strengthened to better suit audience' needs;
- RBB and the COs' capacities in data visualization and communication enhanced.

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in graphic design or related field.
- Experience as a graphic designer or in related field.
- Demonstrable graphic design skills with a strong portfolio.
- Proficiency with required desktop publishing tools, including Publisher, Photoshop, InDesign Quark, and Illustrator.
- A strong eye for visual composition.
- Experience with computer-aided design.
- Proficiency in Windows MS Office (Word, Excel, PowerPoint, Outlook),
- Behavioural competencies such as Action Management, Client Orientation, Cognitive Capacity, Innovation, Partnering and Teamwork;
- Fluency in English.

DESIRABLE REQUIREMENTS

To perform the wide range of tasks and excel in this position, the ideal candidate would also possess:

- Exposure to the international arena either by direct work for an international institution/organization; or, if working for a national entity, by way of interacting with international stakeholders;
- Proficiency in data visualization (Tableau)

Changing Lives