



PROJECT ADVERTISEMENT

GRAPHIC DESIGNER

Afghanistan Reconstruction Trust Fund (ARTF) Monitoring Agent

The Graphic Designer STE will draw down on a total level of effort of 65 days from 10 July 2023 to 31 July 2024. The position will be home-based, working remotely.

June 2023



Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 80 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

VISION: To set the international standard for ethically delivered expert services in complex and challenging contexts.

MISSION: We use evidence and learning to provide trusted advice and enable change for a sustainable future.

VALUES:

- **Courage:** We work on many of the world's most complex problems. We stand against violence in all its forms. We are unafraid to stand up to illegal or unethical practices.
- **Objectivity:** We challenge conventional thinking. Our recommendations are not based on assumptions or ideology but evidence and learning.
- **Diligence:** We incorporate our best individual and collective intellect through rigour, reflection, and collaboration.
- **Accountability:** We take responsibility for the quality of our work and performance. We hold ourselves to account through clear policy and process, sustained by long-term profitability.
- **Sensitivity:** We understand the impact of our presence and our work, empathise with people's situations, and commit to do no harm.

ETHICS: Integrity upholds the highest ethical standards in our work, our employment of staff and our interaction with people. Through adherence to our core values, we ensure the best possible service, and benefit the communities amongst whom we work.

We commit to building a diverse and inclusive organisation where all feel safe and able to progress, contribute and be heard, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status.

Further information about Integrity can be found at www.integrityglobal.com.

Project Background

Between 2002-2021, the Afghanistan Reconstruction Trust Fund (ARTF), a multi-donor trust fund administered by the World Bank (International Bank for Reconstruction and Development), supported immediate stabilization and reconstruction needs in Afghanistan. It helped to fill the large financing gap in both the operating and development budgets of the Government of the Islamic Republic of Afghanistan. The Fund also provided a platform for pooled on-budget financing and coordinated implementation support to the government. As of February 2019, 34 donors had contributed a cumulative \$11.4 billion through the ARTF to fund Afghanistan's development priorities through policy-based budget support and investment projects that aim to reduce poverty, service delivery, citizens' engagement and social inclusion, as well as support of governance and state effectiveness.

As part of the Fund's administration, the World Bank contracted an independent Monitoring Agent to provide monitoring, financial management, and accountability support for disbursements. The Monitoring Agent was responsible for reviewing disbursements, payments, accounting, and reporting for the activities to be financed by the ARTF. In 2011, the WB expanded the third-party monitoring of ARTF-financed initiatives and contracted an independent Supervisory Agent (SA) to support the Bank's task teams in monitoring implementation of investment initiatives in widely dispersed locations around the country. The Supervisory Agent helped the teams develop monitoring protocols specific to individual projects and applicable environmental and social safeguards considerations. It deployed monitoring teams that used mobile technology and software to compile and share detailed monitoring data with Afghan government implementing agencies and the Bank task teams. The Supervisory Agent also engaged in follow-up on reported deficiencies to track and verify remediation the agencies and Bank task teams. Both the Monitoring and Supervisory Agents reported monthly, quarterly, and annually on their findings and periodically provided briefings to ARTF stakeholders, at the request of the WB.

In 2020, the World Bank combined the roles of the Monitoring and Supervisory Agents under a new Third-Party Monitoring Agent (TPMA) contract phase, implemented by a consortium that included BDO (the previous Monitoring Agent), ATR, and Integrity Global. The overall goal was to maximise value for money of ARTF-financed programmes and provide fiduciary assurance on the Afghan government's use of grant proceeds and their likely development impact to the ARTF partners, the WB management, the Government, and the public.

For the period 1 January 2022 to 31 July 2022:

During the first extension period, the TPMA contract focused on supporting the effective transition of the World Bank portfolio from on-budget delivery of financing to financing a core programme of basic service delivery via direct recipient-executed grants to United Nations entities and, potentially, international non-governmental organisations, while sustaining ARTF donors' access to quality information about the monitoring programme. In support of this objective, the contractor conducted a programme of work aimed at supporting the orderly suspension and closure of World Bank financing commitments, including support for project implementation completion and results report preparation, designing a programme of work to support the implementation of projects envisioned by the 1 March 2022 World Bank Board of Executive Directors and the 10 March 2022 ARTF Steering Committee decisions, and sustaining field-based data gathering, including as required for key sectoral monitoring initiatives. We reported our activities at regular quarterly intervals and followed other relevant reporting protocols.

For the period 1 August 2022 to 31 July 2024:

The primary objective of the Monitoring Agent's assignment during this contract period is to assure value for money of ARTF- and IDA-funded investment projects through:

1. **Monitoring of Projects Implemented by UN Agencies:** Integrated oversight of project implementation performance, and compliance with fiduciary, environmental and social standards. Monitoring project specific Entry Criteria to assess where the conditions for continuing the project are in place, as approved by the management of the Bank and ARTF.
2. **Sector Monitoring:** A range of activities that addresses information gaps and provides findings in key sectors to enhance the World Bank's understanding of the regulatory environment and support decision making. This activity includes, but is not limited to:
 - a. **Economic Sector Monitoring:** In-person collection of relevant economic data points in agreed market locations on a monthly basis. Survey more than two thousand respondents each month, covering at least 50 districts in 22 regionally representative provinces, to collect data

- about commodity prices and availability, banking sector, trade market activities, labour market conditions and activities, real estate activities, and taxation.
- b. Governance Sector Monitoring: Periodic reporting on a range of governance indicators covering changes introduced by the Taliban administration, including those affecting public financial management, public service delivery, and justice and the rule of law.
 - c. Education Sector Monitoring: Baseline, mid-, and end line surveys of education sector stakeholders, including heads of schools, teachers, and parents to provide information on the status and quality of education delivery.
3. Maintenance and Enhancement of Digital Platform: Develop a mobile application to access monitoring data and reports, functionality for UN agencies to upload sites data and access reports, new dashboards for senior management, maintaining digital platform ensuring information security.
 4. Ad Hoc Activities: One-time review of the public health care infrastructure in Afghanistan, monitoring of any new projects prepared, and any other ad hoc requirements.

Scope of Work

The **Graphic Designer** works with our in-house Graphic Design Manager, Analysis and Reporting Team (A&RTeam) and Data Unit to support reporting on the ARTF Monitoring Agent (ARTF MA) Project. Under the direction of the Deputy Analysis and Reporting Lead, they conduct graphic design and formatting for a range of reporting products (e.g. reports, dashboards, digital content) produced by the A&RTeam. Coordinating directly with relevant team members, the Graphic Designer reviews and clarifies graphic requirements, producing accurate, timely and high-quality graphics in the project style. They then finalise any tweaks to the infographics and format the final drafts of reporting products, prior to BDO's final approval and submission.

We encourage applications from individuals and agencies that are available to work flexibly. Where possible to do so, applicants should seek to demonstrate an ability to work across multiple time zones or the capacity to coordinate work across multiple graphic designers located in different time zones.

Terms of Reference

Graphic Design

- Review all graphic requirements outlined by the A&RTeam, sharing any immediate feedback or questions on the design requests made.
- In line with project brand identity and briefs provided by A&RTeam, coordinate with the Primary Focal Point and produce graphics (maps, diagrams, infographics, graphs and graphical tables) for integration into draft reporting products.
- Work with the Graphic Design Manager and requestor to ensure graphics are checked for accuracy and consistency with approved analytics.
- Work with the Data Unit to ensure dashboards generated through MS Power BI are properly and clearly presented in the project style.
- In agreement with the Deputy Analysis and Reporting Lead, provide graphic design support for ad hoc requests made by other members of the ARTF MA team.

Formatting

- Layout and formatting of reports using Adobe InDesign or Microsoft Word (depending on priority of content).
- Work with the product Primary Focal Point to incorporate copy-edit requests to produce the final 'clean' version of reporting products, ensuring all comments on the graphics are addressed and the document is fully formatted before being submitted in MS Word or PDF.

Coordination and Feedback

- Liaise and coordinate with members of the A&R Team and Data Unit, both through MS Teams instant messenger/phone/email/Podio to assess challenges, identify and address tweaks, and provide regular updates on activities in a timely and solutions-oriented manner.
- Maintain regular communications with ARTF MA team members, attending and participating in key coordination meetings when required.
- If required, the Graphic Designer will provide constructive feedback for the Analysis and Reporting Team on each report.
- Review requests for graphic design assigned to the Graphic Designer by the Graphic Design Manager and Deputy Analysis and Reporting Lead or Project Manager on the CE/Design/Formatting Requests Podio App. The Graphic Designer should respond to these requests by confirming whether they are available and able to complete the task within the deadline set, forecasting the level of effort required to fulfil the brief or highlighting any issues with the brief or timeline.
- The Graphic Designer will ensure that design requests are completed after graphics are signed off by uploading the editable Adobe Illustrator or InDesign file to the Podio entry.

Your Experience and Expertise

- Expertise in the use of Adobe Illustrator to produce high-quality graphics, particularly using the graph toolset.
- Expertise in the use of Adobe InDesign to produce high-quality report layouts.
- Professional proficiency with MS Word and MS PowerPoint.
- Professional proficiency with MS Excel, with demonstrable experience in engaging with data spreadsheets to create graphics.
- Exceptional organisational skills, attention to detail and focus on delivery.
- MS Power BI design skills preferred.
- International development experience preferred.
- Availability and ability to work across multiple time zones (e.g., +5 UTC, UTC, -5 UTC).

Required Competencies

- Ability to read brand guidance and replicate previous designs accurately.
- Ability to handle multiple tasks simultaneously, effectively, and efficiently with precision and adapt to changes in responsibilities and workloads.
- Must be professional, possess a high degree of urgency and self-motivation, and have a strong work ethic.
- Results-oriented approach to problem solving.
- Strong communication skills.
- Accustomed to teamwork and able to sustain positive and frequent communications, including in the feedback process, for a remotely managed monitoring team in a challenging, high-risk environment.
- Willingness to work at relatively short notice across international time zones and to tight deadlines.
- Ability to work independently where necessary.
- Works well in a diverse team.

Reporting

The Graphic Designer will report directly to the Deputy Analysis and Reporting Lead, with ongoing support available from the Graphic Design Manager.

Graphic Design Ownership

In line with the requirements outlined in the prime contract, all versions of graphic design elements (editable and final files) produced in the delivery of this contract will at all times be the property of the International Bank for Reconstruction and Development.

Languages

- Written and oral fluency in English, with the ability to write clear and compelling narrative.

How to Apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter, explaining why you are suitable for and want the role. **Please also include a small portfolio of your work in the application (weblinks or document attachments) that specifically relates to the Terms of Reference for this role e.g., infographics, data visualisation or report layouts. Applications submitted without a cover letter will not be considered.**

We will review candidates on a rolling basis and the vacancy may be filled. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Integrity is an equal opportunities employer. We encourage applications from suitably qualified and eligible candidates, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status. We will respect your confidentiality and abide by data protection laws.