

## Background

Room to Read India was established in 2003 and presently has programs in ten states – Chhattisgarh, Delhi NCR, Jharkhand, Karnataka, Madhya Pradesh, Maharashtra, Rajasthan, Telangana, Uttarakhand, and Uttar Pradesh.

Room to Read is a global organization transforming the lives of millions of children in low-income communities by focusing on literacy and gender equality in education. Since 2000, Room to Read has benefited more than 45 million children across 24 countries. Learn more at [www.roomtoreadindia.org](http://www.roomtoreadindia.org).

## Scope of Work

The Department of Communications, Room to Read India Trust wishes to engage the services of a full time Graphic Designer consultant for a duration of 11 months.

The graphic designer will be assigned with the creation of state-of-the-art communication collaterals including but not limited to campaign collaterals, banners, event backdrops, standees, social media creatives, internet mailers, Room to Read Brochures and reports etc.

## Experience

- At least 2 years of work experience in the field of graphic design.
- Prior experience of having designed Newsletters, Annual reports, brochures, training modules, banners, posters, digital media creatives etc.
- Proficiency in software such as InDesign, Photoshop, Corel Draw and Illustrator
- Proficiency in 2D and Vector animation
- Experience with creating other branding materials.
- Good communication skills in Hindi and English

**Aspiring candidates should be able to provide relevant samples of past work.**

## Technical Evaluation Criteria

Room to Read will evaluate the profiles based on the following criteria:

- Experience of working in the development sector (5 marks)
- Technical competence on working with Newsletters, Annual reports, brochures, training modules, banners, posters, digital media creatives etc. and proficiency to use software like InDesign, Photoshop, Corel Draw and Illustrator (10 marks)
- Work samples (5 marks)

## Location

On Site (21, Block C, Qutab Institutional Area, New Delhi, Delhi 110016)

## How to Apply

- Candidates Need to Submit **CV/Resume ONLY**
- CV/Resume to be submitted over [Procurement.India@roomtoread.org](mailto:Procurement.India@roomtoread.org), without copying anyone in Room to Read.
- Last Date for the submission is **January 9, 2025.**
- Subject for submission of Technical Proposal is – **CV/Resume – Hiring Consultant-Graphic Designer**
- **Financial Proposal will be asked later upon successful completion of the technical round.**
- Only Shortlisted Candidates will be contacted and might be called for a face-to-face interaction with the panel.
- Any incomplete application or process deviation, the proposals will automatically be **rejected.**
- **CV/Resume received after the prescribed deadline will not be considered.**
- Selected Candidate will be required to sign and abide by the Child Protection policy of Room to Read.

### **Contact Person for Any Clarification:**

Name: Sumit Raghav

Email Id: [Sumit.Raghav@roomtoread.org](mailto:Sumit.Raghav@roomtoread.org)