



Terms of Reference for Illustrator

Development of Visual Content for the [LLA] Funding Toolkit and Training Materials

Project Title: Locally-Led Adaptation Funding Toolkit and Trainer Content

Project Lead: CDKN (Climate and Development Knowledge Network)

Location: Remote (with potential for coordination with in-country teams in Ghana, Namibia, and Ethiopia)

Contract Duration: May–September 2025 (with potential for extension)

1. Background

The Climate and Development Knowledge Network (CDKN) is developing a Locally Led Adaptation (LLA), Finance for Resilience Funding Toolkit, alongside a Training-of-Trainers (ToT) content package. The aim is to build the capacity of local institutions and practitioners to access and manage climate finance, including adaptation funding effectively, using accessible and plain-language content.

The toolkit is envisioned as a modular and practical resource, informed by ongoing in-country engagement and regional adaptation processes. Piloting and testing will take place in Ghana (April to May), Namibia, and Ethiopia (July to August), with content being refined through iterative feedback.

To increase usability and resonance, CDKN is seeking a creative illustrator to co-develop visual content that complements the toolkit's messages and guidance.

2. Objective

To develop a set of high-quality, accessible, and contextually relevant illustrations and visuals that:

- Clarify complex funding and adaptation concepts
- Enhance the toolkit's accessibility for local stakeholders
- Support training and facilitation efforts across Africa

3. Scope of Work and Deliverables

Deliverables

- 20–25 illustrations, including:
 - 6–8 module-level illustrations (with “zoom-ins” or thematic sub illustrations per module)
 - 1–2 overall navigation or summary visuals for the toolkit
 - Aesthetic or icon-style visuals that support storytelling or visual breaks in the material
 - 5–10 illustrations to help explain, in simple terms, existing tools/templates/approaches to align visually with the toolkit and aid understanding and application.
- Visual content that can be adapted for slide decks, facilitator guides, and printed formats
- Provision for a small number of iterative revisions after pilot feedback

Illustrations Should Be

- Clear, intuitive, and usable in low-literacy and multilingual contexts
- Culturally appropriate, reflecting African local settings and stakeholders
- Style-aligned with other CDKN/Resilience Hub/other visuals (simple, hand-drawn/infographic-style illustrations)
- Flexible for potential use in training manuals, online platforms, and social media

4. Key Responsibilities

- Collaborate with the CDKN content team to interpret and visualise key concepts
- Participate in brief co-design sessions or feedback loops (virtual)
- Ensure visual coherence across the entire toolkit

- Deliver layered/source files (e.g., Adobe Illustrator, SVG, or equivalent) for adaptability

5. Required Skills and Experience

- Proven experience in developing illustrations for development, climate, or educational toolkits
- Familiarity with participatory or locally-led approaches a plus
- Ability to represent African contexts authentically through visuals
- Flexibility and comfort working in an iterative and collaborative process

6. Reporting

The illustrator will report to CDKN's Finance Thematic Lead, with coordination from the regional engagement and communications teams. Regular check-ins and delivery milestones will be established collaboratively.

7. Application Process

Applicants should submit:

- A short proposal (max two pages) outlining their approach to this project
- Portfolio with relevant samples (especially any visual toolkits or illustrations for climate/adaptation/development content)
- Estimated budget and timeline for delivering 20–25 illustrations (with notes on complexity-based costing)

Deadline to apply: **Midnight (SAST) on 3 July 2025.**

Please send your application to: **zahrah@southsouthnorth.org**