

## Terms of Reference

**Position Title:** Coordinating Artist – CTRL ALT VEPRO Project

**Location:** Tirana, Albania

---

### 1. Background

*Aleanca LGBT* is implementing **CTRL ALT VEPRO**, a creative awareness and prevention initiative addressing cyberbullying among teenagers, particularly girls. The project integrates research, expert-led discussions, youth participation, and creative visual storytelling to raise awareness about online abuse and provide accessible tools for identifying and reporting harmful digital behavior. Central to the initiative is the co-creation of a 30-card illustrated educational deck that amplifies youth voices through compelling visual narratives.

---

### 2. Objective of the Assignment

The **Coordinating Artist** will provide artistic leadership and direction throughout the project. They will facilitate co-creation processes with youth participants, guide the visual development of the card deck, and ensure the illustrations reflect both the research and the lived experiences of the young people involved. The artist will be responsible for translating complex topics related to cyberbullying into clear, resonant visual messages that are educational, youth-friendly, and impactful.

---

### 3. Scope of Work / Key Responsibilities

The Coordinating Artist will:

- **Develop and lead the artistic concept** and visual style of the card deck.
- **Facilitate two participatory workshops** with young people and art students to collaboratively explore themes and develop visual ideas.
- **Mentor student artists and high school participants**, encouraging creative expression and ensuring their ideas are meaningfully represented in the final product.



Aleanca Kundër  
Diskriminimit LGBT

- Collaborate with project partners and invited experts (e.g., mental health and cybersecurity professionals) to **translate key concepts into accessible visuals**.
  - **Create and finalize 30 illustrations**, ensuring artistic coherence, clarity, and alignment with the project's educational goals.
  - **Prepare all artwork for professional printing**, including the layout and formatting of card content and packaging.
  - Contribute to the **design and flow of the final public event**, including interactive presentations and small-group engagement with the card decks.
  - Provide input on **visual materials** for online outreach and awareness campaigns if needed.
- 

#### 4. Deliverables

- One facilitated **awareness-raising workshop**
  - One facilitated **co-creation workshop**
  - Finalized set of **30 original illustrations** reflecting the project themes
  - Professionally prepared **print-ready files** for card deck and packaging
  - Artistic participation and facilitation in the **final event**
  - Informal **visual documentation or creative reflection** on the co-creation process
- 

#### 6. Required Qualifications and Experience

- Experience in **illustration, visual storytelling, or socially engaged art**
- Experience in **facilitating participatory or youth-centered creative processes**
- Ability to **translate complex social themes** into clear and engaging visuals

- Experience preparing **print-ready materials** for professional production
  - Understanding of **gender, youth, and digital safety issues**
  - Ability to work collaboratively with diverse participants, particularly teenagers
  - Strong communication and organizational skills
- 

## 7. Submission Requirements

Interested candidates are required to submit a **price quotation** for the full scope of work outlined in this Terms of Reference. The quotation should include:

- **Total fee (gross amount)** for the full assignment, covering all activities and deliverables listed.
1. The quotation should be submitted in **EUR**.
  2. The applications should be submitted to the following email address:  
[aleanca.al@gmail.com](mailto:aleanca.al@gmail.com)

## 8. Reporting and Supervision

The Coordinating Artist will report to the Project Manager at LGBT Alliance and collaborate with other project stakeholders, including guest experts and youth participants.



Aleanca Kundër  
Diskriminimit LGBT