

Helti Kakai, Helti Famili Project

Terms of Reference (ToR) Publication / Graphic design



**CARE International
in Vanuatu**
PO Box 1129
Port Vila
Vanuatu
Tel +678 22951
care.org.au

Overview

Contract start and end date / Number of days	4 to 5 days (estimated dates from 1 st to the 12 th of May)
Program sector(s)	Food Security, Agriculture, Nutrition, Women's Empowerment
Project/Program name	Helti Kakai, Helti Famili Phase 2
Type of consultancy	Develop a compelling visual communication product
Project/Program location	Vanuatu
Consultant location	Vanuatu
Funded by	European Union

About CARE Vanuatu

CARE International in Vanuatu (CiV) is an international humanitarian organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. CARE has been working in Vanuatu since 2008 helping communities to increase their resilience to disasters and climate change, respond to emergencies and advance gender equality. CiV has a long-term program strategy, which seeks to contribute to resilience and equality in Vanuatu where men, women, boys and girls enjoy equal rights and opportunities. CARE is committed to strengthening local capacity and local leadership, is actively investing in mentoring, and support for local staff in leadership positions through accompaniment and counterpart arrangements as well as partnership development.

Background

CARE International in Vanuatu is implementing the EU-funded project "Helti Kakai, Helti Famili" with partners Wan Smol Bag, Vanuatu Christian Council (VCC) and Nasi Tuan. The project focus is on addressing long-term food security and women's economic empowerment needs in South Pentecost, emphasising resilience to disasters, climate change, food insecurity, and gender inequality.

Purpose of the Consultancy

The objective of this consultancy is to develop a **short paper** on the key learnings as highlighted in the Endline Study. The learning paper should be a maximum length of **4 pages**, should provide a clear and accessible summary (written and visual) of the project results, emphasizing key elements that can be replicated or adapted in future projects.

The document is to be engaging (visual) and informative so it can be used as a reference and learning tool for these key groups and future initiatives.

The specific tasks include:

- **Extracting from the final assessment report:** Select the most relevant and significant elements, drawing on the data and results from the final evaluation.
- **Layout, visuals and writing:** Organize the content in a concise and structured manner, ensuring that the information is clear and accessible to a broad audience. Graphic design to enhance the learning aspects
- **Highlighting lessons learned:** Emphasize the impacts of the project with consideration of the challenges experienced and the solutions/responses to these (adaptable programming).
- **High quality:** The learning paper must be professionally written and ready for publication allowing it to be shared with stakeholders and the broader community.
- Embed gender equality, diversity and inclusion throughout the document.
- All designs must reflect the Vanuatu context and audience and reflect CARE’s principles of protection, dignity, respect & inclusion.

The audience for this learning paper will primarily include the project partners, stakeholders such as the Ministry of Agriculture, Livestock, Forestry, Fisheries & Biosecurity (MALFFB), Department of Livestock, Department of Rural Development and Agriculture, Penama Province, South Pentecost Area Council, and the Vanuatu Women Centre, donors, and .

Deliverables, Schedule, Budget

As per above, 4 to 5 days (estimated dates from 1st to the 12th of May) .

Consultant responsibilities will include:

Activity	Timeline	Estimated # days
Meet with CARE team	1 st of May 2025	0.5 days
Design a compelling visual communication product from the HKHF final assessment report in order to highlight key learnings;	From the 1 st of May to the 9 th of May	3 days

Send first draft to CARE team for review and feedback	By the 9 th of May 2025	
CARE team to review and share feedback and comments	By the 10 th of May 2025	
Amend draft based on CARE’s feedback and Submission of final print- ready, in house print and web files	By 12 th May 2025	1
	TOTAL days	4.5 days

Selection Criteria

- Strong graphic design skills including the use of design software
- Technical ability and experience in producing similar communication products
- Ability and availability to delivery outcomes within tight timeframes
- Strong time and project management skills
- Commitment to CARE’s Code of Conduct, including Child Protection and Prevention of Harassment and Sexual Exploitation
- Competitive costing
- Work experience in the Vanuatu context
- Proficiency in English

Expression of Interest

Expressions of Interest should include:

1. A maximum 1-page cover letter including a statement of capability introducing the consultant and how the skills and competencies described above are met using concrete examples.
2. Current CV or design portfolio of the consultant
3. Daily fee rate

Expressions of interest and requests for further information should be submitted to Sylvain Malsungai at the following email address: **sylvain.malsungai@careint.org**.