



**CARE International  
in Vanuatu**  
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Vanuatu  
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[care.org.au](http://care.org.au)

## **Terms of Reference: Graphic Design for Gender Equality Program**

**Title:** Graphic Design - Good Relationships Handout

**Location:** Home-based

**Position reports to:** Lisa Thomas, EVWAG Coordinator

**Timeframe:** Max 10 days

### **About CARE Vanuatu**

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency assistance.

CARE international in Vanuatu has a focus on Gender Equality, Disaster Risk Reduction, Climate Change Adaptation, Agriculture and Water and Sanitation and Hygiene.

### **Project Context**

Within the Gender Equality program, CARE, supported by the Australian government, implements a number of different projects in Tafea province which require graphic design support:

- *Leftemap Sista 2* includes rolling out a respectful relationships' workshop - Good Relationships Free from Violence - together with partner organisations, Vanuatu Women's Centre, Family Protection Unit of the Vanuatu Police and the Ministry of Health. As part of this workshop, participants will receive a simple handout covering the key information in the workshop.

To support these projects, CARE is looking for a graphic designer to assist with developing simple products.

## Purpose

The objective of the assignment is:

- Graphic design and layout of a Good Relationships Free from Violence participant handout, in styles and formats that complement existing project materials.

## Scope, Approach and Methods

The assignment is to be completed remotely and includes:

- Review of the draft Good Relationships Free from Violence participant handout, broader project materials and inspiration materials.
- Consultation with CARE’s Gender Equality Technical Advisor, Tegan Molony and Lisa Thomas, EAWG coordinator.
- Design and layout of the Good Relationships Free from Violence participant handout (approx. 30 A4 pages)
- Production and submission of a draft design for review and feedback from CARE
- Production and submission of final, print-ready files as well as versions for in-house printing.

All designs must reflect the Vanuatu context and audience and reflect CARE’s principles of protection, dignity, respect and inclusion.

All images, logos and text will be supplied alongside a complete Word document version of the materials.

## Schedule and Workplan

	<b>Activity</b>	<b>Timeframe•</b>
1	Review of handbooks	15 Mar
2	Consultation with CARE’s Lisa Thomas	16 Mar
4	Submission of draft design	26 Mar
5	Amend draft based on CARE’s feedback (up to three rounds of review)	29 Mar
6	Submission of final print-ready, in-house print and web files	31 Mar

\*to a maximum of 10 days

## Payment

Payment will be made to the service providers nominated bank account: 30% up front, and 70% at completion upon CARE Vanuatu approval of the finished designs.

## Selection Criteria

- Written Bislama skills

- 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
- Understanding of the aid and development sector

### **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 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](mailto:sylvain.malsungai@careint.org). Applications close 25<sup>th</sup> February 2021 at 17.00 (Vanuatu Standard Time).

**Approved by**