

CARE INTERNATIONAL IN VANUATU



TERMS OF REFERENCE GRAPHIC DESIGNER

Title:	Graphic Designer (Formatting Documents)
Classification:	Consultancy
Country Office:	Vanuatu
Location:	Work from Home
Position reports to:	CARE Pacific Girl Project Manager, Isabelle P Charlie
Duration:	5 working days

Project Background

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 relief. CARE International has been working in Vanuatu since 2008 supporting communities to strengthen their ability to prepare for and respond to disasters and to empower women and girls.

CARE Vanuatu is a grantee partner of the Australian Government through Pacific Girl, a multi-country program to support adolescent girls in Pacific Island countries achieve their full potential. CARE's three year project, Laef Blong Mi, Vois Blong Mi will build on CARE's current work in Tafea province, specifically, work on adolescent girls empowerment, life skills and promoting respectful, non-violent relationships. The project will be delivered in close collaboration with the Ministry of Education and Training (MOET), delivered through secondary schools in Tafea province, and will engage with other government and civil society stakeholders.

The project's objective is:

Adolescent girls (aged 12 -19) in rural and remote areas of Tafea province are more respected and safe in their homes and communities, are better able to exercise their rights and have more equal and increasing opportunities.

The three outcomes proposed will:

- increase the self-confidence, skills and knowledge of adolescent girls, their rights, bodies and relationships;
- increase the understanding of adolescent boys, teachers, health service providers and family members about the issues and challenges facing adolescent girls and work with them to become more respectful and supportive;

- Increase the opportunity for community leaders and service providers to listen to, recognise and act on adolescent girls' needs and priorities.

The project includes an in school program with adolescent girls and boys in 14 schools in Tafea Province. Ten youth Community Facilitators (5 female and 5 male) deliver these workshops separately to adolescent girls and boys. Workshop toolkits have been developed for both the adolescent participants and teacher and health workers.

SCHEDULE, WORKPLAN, ROLES AND RESPONSIBILITIES

About the work

This consultancy work will involve updating and formatting two documents so they are print ready:

- 1 x Adolescent Girls and Boys Facilitators Guide with 1 x accompanying Resources Book
- 1 x Teacher and Health Worker Facilitators Guide

The assignment is expected to commence on 7th of March 2022 and be completed by the 15th of March 2022 for up to 5 working days. The estimated number of days required from the consultant/s to complete this work is here detailed as an indication:

Activity	Totals Days
Consult with the Project Manager	.25
Updating and Formatting three documents	3
Review of the document with the team and feedback from team	.25
Collate feedback and final report	.5
TOTAL days	4

Payment

Payment will be made upon completion of the services and submission of the formatted documents, signed timesheet and invoice.

Selection Criteria

- CARE encourages applications from either individuals or teams of consultants.
- Expertise and demonstrated experience in Gender Equality and/or adolescent girl programming, preferably in the Vanuatu or Pacific context
- Proven experience in Graphic designs
- Preferred knowledge and experience working in Vanuatu, including ability to speak Bislama

Expression of Interest

Expressions of Interest should include:

1. A maximum 1-page cover letter including a statement of capability and daily fee rate
2. Current CV of everyone included in the Expression of Interest

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

Applications close 20th May 2022 at 17.00 (Vanuatu Standard Time).

Approved by: Bridgette Thorold, Country Director