



**CARE International
in Vanuatu**
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care.org.au

Terms of Reference: Graphic Design of GIVE Project Materials

Title: Graphic Design of materials for the GIVE program

Location: Home-based

Position reports to: Tegan Molony, Gender Advisor

Location: Remote

Timeframe: to be discussed with consultant but completion mid-December 2021

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

As part of CARE's Gender Equality program, and with funding support from UNFPA and DFAT, CARE has been rolling out a respectful relationships curriculum (Good Relationships Free from Violence, GRFV) with youth and supporting Village Savings and Loans Associations (VSLAs) in villages in Tafea province. To support these workshops, CARE is looking for a consultant to assist with translating workshop materials into Bislama from English.

Purpose

The purpose of the assignment is:

- Design a simple VSLA Field Agent handbook (A5 size) based on an existing VSLA Field Officers Guide (A4 size) and developing approximately 3 illustrations.
- Design a simple handout for participants of the GRFV workshop based on the look and feel of an existing manual, and either adapting or developing approximately 10 illustrations.

Proposed Schedule and Workplan

	Activity	Timeframe•
1	Consultation with CARE	Late Oct
2	Preparation of draft GRFV materials review by CARE	Mid November
3	Preparation of final design of GRFV materials (including advice on printing) and supply of files to CARE (based on feedback from CARE/field tests)	End November

4	Preparation of draft VSLA materials review by CARE	Early December
5	Preparation of final design of VSLA materials (including advice on printing) and supply of files to CARE (based on feedback from CARE/field tests)	Mid December

- To a maximum of 10 days

Selection Criteria

- Strong graphic design skills including the use of design software
- A strong and clear style of design, demonstrating understanding of the communications requirements of Information Education Communications (IEC) materials
- Work experience in the Vanuatu context
- Fluent in English and Bislama
- Working experience in development or humanitarian environment is desirable

Fees and Payment

The consultant is expected to provide their daily fee rate as part of their expression of interest.

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.

Applications close **15th October 2021 at 17.00** (Vanuatu Standard Time).

Approved by