



**CARE International  
in Vanuatu**  
PO Box 1129  
Port Vila  
Vanuatu  
Tel +678 22951  
[care.org.au](http://care.org.au)

## **Terms of Reference: Graphic Design of VSLA flipchart**

**Title:** Graphic Design of Village Savings and Loans Flipchart

**Location:** Home-based

**Position reports to:** Jill Aru

**Location:** Remote

**Timeframe:** to be completed by 22 June 2022 (see below)

### **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, and Inclusive Governance.

### **Project Context**

As part of CARE's Gender Equality program, and with funding support from DFAT, CARE has been supporting Village Savings and Loans Associations (VSLAs) in villages in Tafea province. To support VSLAs to recall the key steps in VSLA establishment and operation, CARE is looking for a consultant to assist with layout and graphic design of VSLA Flipchart.

### **Purpose**

The purpose of the assignment is:

- Design layout of a simple VSLA Flipchart (A3 size) incorporating images and short key messages, based on existing VSLA Field Officers Guides in Bislama (A4 size), and
- Editing up to 7 illustrations and
- Developing up to 4 new illustrations.

Comprehensive community testing of the flipchart will take place from July. Wherever possible the flipchart should be developed in a format which might be revised based on the outcomes of community testing.

### **Proposed Schedule and Workplan**

|   | <b>Activity</b>                                | <b>Timeframe</b> |
|---|--|------------------|
| 1 | Review of background information and concept   | 26-27 May        |
| 2 | Briefing with CARE team                        | 30-31 May        |
| 3 | Submit draft VSLA flipchart for review by CARE | 13 June          |
| 4 | Revise flipchart based on feedback             | 14-17 June       |
| 5 | Submission of final VSLA flipchart             | 22 June          |

- To a maximum of 8 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](mailto:sylvain.malsungai@careint.org).

Applications close **25 May 2022 at 17.00** (Vanuatu Standard Time).

**Approved by**

Isabelle CHOUTET

Program Director

18/05/2022