

## Terms of Reference

**Assignment:** Design of Tafea Province Five Year Strategic Plan & brochure

**Organisation:** Care International in Vanuatu

**Project:** Inclusive governance

**Classification:** Consultancy

**Position reports to:** Inclusive Governance Portfolio Manager, Jill Aru

**Location:** Vanuatu

**Timeframe:** to be completed by 23 September 2023

### About CARE in International in 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, Response and Recovery, Climate Change Adaptation and Inclusive Governance.

### Project Context

CARE International in Vanuatu through PROJECT Governance is working with the Pacific Community and the Government of Vanuatu to enhance responsive governance, ensuring that government institutions and policies are accessible, accountable and responsive to the people they serve, especially disadvantaged groups. Care International in Vanuatu is utilizing a community scorecard (CSC) based approach to maximize the space for dialogue between communities and government-led process for decentralized local government in Vanuatu.

PROJECT Governance has provided support to the TAFEA Provincial Government to develop its Strategic Development Plan (spanning five (5) years) that sets the roadmap for development in Tafea province, consistent with the provincial government mandate.

### The Assignment

Objectives of the assignment is the graphic design and layout of :

1. The Tafea Strategic Plan (A4 standard handbook size) and;
2. A brochure in a style and format that compliments the Strategic Plan (tri fold 11" 8.5" size)

### Scope, approach and methods

The assignment is to be completed and include

- Review of the Strategic Development plan & consultation with with project team
- Design and layout of 1) Tafea Strategic Plan document (approx. 40 A4 pages) and 2) brochure on overview of Strategic Plan
- 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 printing

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

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

### Schedule and Work Plan

	Activity	Total days	Dates
1	Consultation with Inclusive Governance Portfolio Manager	1	15 Sep
2	Design & submission of draft design	3	20 Sep
3	Amend draft based on CARE’s feedback ( up to three rounds of review)	3	22 Sep
5	Submission of final print- ready, in house print and web files	1	23 Sep

### 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

### 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 **13 September 2023 at 17.00** (Vanuatu Standard Time).

### Approved by

Glenise Levendal- Program Director