

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

### Graphic Designer Consultant – Essential Service Package (ESP)

<b>Hiring Office:</b>	<b>Sub-Regional Office for the Caribbean (SROC)</b>
<b>Purpose of consultancy:</b>	The main purpose of the consultancy is to provide graphic design and content layout services for the ESP Lessons Learned Report and the ESP Toolkit/Resource Package produced by UNFPA SROC.
<b>Scope of work:</b>  <i>(Description of context, services, activities, or outputs)</i>	<p><b>Organisational Context</b></p> <p>Gender-Based Violence (GBV), in particular Violence Against Women and Girls (VAWG), is one of the most widespread, persistent and devastating human rights violations. It is estimated that globally, one in three women and girls have experienced some form of GBV in their lives. GBV is a public health issue that has taken pandemic proportions, and it tends to dramatically increase during periods of instability as well as humanitarian emergencies.</p> <p>In the Caribbean, particularly, "domestic and family violence is a complex concept as violence might take place in formal and informal settings, as well as in intimate relationships within different households. Family relationships may involve previous and current partners or siblings and half-siblings who do not live in the same household. Women and girls living with disabilities, Sex workers, migrants/refugees, indigenous communities and individuals identifying as LGBTQI, are increasingly at risk of experiencing GBV, and are often indirectly excluded from lifesaving service provision, leaving them even more vulnerable and unprotected. It is not possible to calculate or estimate the prevalence or incidence rates of GBV, because there are extreme levels of under-reporting, and reporting systems tend to focus only on verified incidents of sexual violence mainly, which would be an under-representation of the variety of forms in which survivors experience violence.</p> <p>The United Nations Joint Global Programme on Essential Services (ESP) for Women and Girls Subject to Violence, exists to support the provision of and greater access to a coordinated set of essential and quality multi-sectoral services for all women and girls who have experienced GBV.</p> <p>UNFPA and the CARICOM Secretariat have operationalised the Caribbean Essential Services Package Community of Practice (ESP CoP) in early 2022, under the Regional Spotlight Initiative Programme. This is the first regional coordination mechanism to promote greater cooperation among key regional institutions representing the four pillars of the ESP, national gender machineries and fund-recipient agencies of the United Nations. The regional CoP provides a space for representatives of the health, social services, justice, police and education sectors, as well as the gender desk of CARICOM to support the implementation and coordination of the ESP in the Caribbean region.</p>

	<p>In 2023, UNFPA is finalising its ESP lessons learned report for the Caribbean region and a standard toolkit/resource package available at the regional level, to support the planning and implementation of the ESP at the national levels, including technical assistance throughout the process. The toolkit provides a harmonised set of guidance notes and resources mapped from across the regions (documents, project management templates and powerpoints) that can support countries in the Caribbean in the ESP implementation.</p> <p>The ESP Lessons Learned Report and ESP Toolkit/Resource Package requires standardised and user-friendly design and layout before it can be published and launched in the ESP Community of Practice in 2023.</p> <p><b>Tasks for Consultant:</b> The main task of the graphic designer will be to develop layout and design for the ESP Lessons Learned Report and ESP Toolkit/Resource Package, presenting information in such a way that external audiences can easily understand, read and draw lessons from the documents. Furthermore, the graphic designer will make the documents visually appealing, digestible as much as possible with the text segmented through different creative methods using (info)graphics, illustrations and pictorials where relevant.</p>															
<p><b>Work Assignment:</b> (Description of roles and responsibilities)</p>	<p>The Consultant is expected to provide graphic design and layout services for:</p> <ul style="list-style-type: none"> <li>A. ESP Lessons Learned Report - (60-pages)</li> <li>B. Map for the Report and Resource Package - (1 page)</li> <li>C. Standard Powerpoint Template and Layout for the ESP Toolkit/Resource Package - (Up to 4 templates).</li> <li>D. Support the translator in inserting translated text into the designed format as needed.</li> </ul>															
<p><b>Duration &amp; working schedule:</b></p>	<p>This is a deliverable-based consultancy and is expected to take place over the course of 45 working days from Aug. 7th 2023 to Oct. 6th, 2023.</p> <table border="1" data-bbox="480 1265 1461 1944"> <thead> <tr> <th># of days</th> <th>Proposed Deadline</th> <th>Deliverables</th> </tr> </thead> <tbody> <tr> <td>8 days</td> <td>Aug. 7th - Aug. 16th 2023</td> <td><u>First Drafts:</u> - ESP Lessons Learned Report - ESP Implementation Map - Tables and Graphics</td> </tr> <tr> <td>2 days</td> <td>Aug. 17th and 18th 2023</td> <td>Review &amp; Feedback (UNFPA)</td> </tr> <tr> <td>10 days</td> <td>Aug. 21st - Sept. 1st 2023</td> <td><u>Final Drafts:</u> - ESP Lessons Learned Report - ESP Implementation Map - Tables and Graphics - ESP Toolkit Template</td> </tr> <tr> <td>5 days</td> <td>Sept.4th- Sept. 8th 2023</td> <td>Review &amp; Feedback (UNFPA)</td> </tr> </tbody> </table>	# of days	Proposed Deadline	Deliverables	8 days	Aug. 7th - Aug. 16th 2023	<u>First Drafts:</u> - ESP Lessons Learned Report - ESP Implementation Map - Tables and Graphics	2 days	Aug. 17th and 18th 2023	Review & Feedback (UNFPA)	10 days	Aug. 21st - Sept. 1st 2023	<u>Final Drafts:</u> - ESP Lessons Learned Report - ESP Implementation Map - Tables and Graphics - ESP Toolkit Template	5 days	Sept.4th- Sept. 8th 2023	Review & Feedback (UNFPA)
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<b>Place where services are to be delivered:</b>	The Consultant is expected to work remotely, utilising his/her own office space, software, computer, internet, telephone and other equipment, as needed, to undertake the assignment.														
<b>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</b>	<p>The Consultant is expected to submit the following deliverables in accordance with the time frame listed.</p> <table border="1"> <thead> <tr> <th data-bbox="480 819 1273 887"><b>Deliverables</b></th> <th data-bbox="1273 819 1461 887"><b>Due Date</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="480 887 1273 1066"> <u>First Drafts:</u>  - ESP Lessons Learned Report  - ESP Implementation Map  - Tables and Graphics </td> <td data-bbox="1273 887 1461 1066">Aug. 16th 2023</td> </tr> <tr> <td data-bbox="480 1066 1273 1245"> <u>Final Drafts:</u>  - ESP Lessons Learned Report  - ESP Implementation Map  - Tables and Graphics </td> <td data-bbox="1273 1066 1461 1245">Sept. 1st 2023</td> </tr> <tr> <td data-bbox="480 1245 1273 1379"> <u>First Drafts:</u>  - ESP Toolkit Template (Powerpoint and Layout of Resource Package) </td> <td data-bbox="1273 1245 1461 1379">Sept. 8th 2023</td> </tr> <tr> <td data-bbox="480 1379 1273 1514"> <u>Final Drafts:</u>  - ESP Toolkit Template (Powerpoint and Layout of Resource Package) </td> <td data-bbox="1273 1379 1461 1514">Sept. 15<sup>th</sup> 2023</td> </tr> <tr> <td data-bbox="480 1514 1273 1760"> <u>Final Drafts:</u>  - ESP Lessons Learned Report  - ESP Implementation Map  - Tables and Graphics  - ESP Toolkit Template (Powerpoint and Layout of Resource Package) </td> <td data-bbox="1273 1514 1461 1760">Sept. 22nd 2023</td> </tr> <tr> <td data-bbox="480 1760 1273 1895"> <u>Support to Translator:</u>  - Support the translator as needed to insert translated text into the final designed format. </td> <td data-bbox="1273 1760 1461 1895">Oct. 6th 2023</td> </tr> </tbody> </table> <p>The draft and final reports are expected to be delivered electronically and should be properly formatted and referenced.</p>	<b>Deliverables</b>	<b>Due Date</b>	<u>First Drafts:</u> - ESP Lessons Learned Report - ESP Implementation Map - Tables and Graphics	Aug. 16th 2023	<u>Final Drafts:</u> - ESP Lessons Learned Report - ESP Implementation Map - Tables and Graphics	Sept. 1st 2023	<u>First Drafts:</u> - ESP Toolkit Template (Powerpoint and Layout of Resource Package)	Sept. 8th 2023	<u>Final Drafts:</u> - ESP Toolkit Template (Powerpoint and Layout of Resource Package)	Sept. 15 <sup>th</sup> 2023	<u>Final Drafts:</u> - ESP Lessons Learned Report - ESP Implementation Map - Tables and Graphics - ESP Toolkit Template (Powerpoint and Layout of Resource Package)	Sept. 22nd 2023	<u>Support to Translator:</u> - Support the translator as needed to insert translated text into the final designed format.	Oct. 6th 2023
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<b>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</b>	<p>The UNFPA Sub regional Office for the Caribbean (UNFPA SROC), will directly contract the Consultant. Monitoring will be provided by UNFPA SROC</p> <p>The above-mentioned deliverables will be submitted to UNFPA’s SROC, which will obtain feedback from peer reviewers.</p>						
<b>Supervisory arrangements:</b>	<p>The Consultant will work under the direct supervision of the Deputy Regional Director/Communications and Advocacy Specialist, in close coordination with the Regional GBV Specialist and the GBV Consultant currently developing the tools.</p>						
<b>Expected travel:</b>	<p>Travel will not be required for this assignment. Communication is expected to be conducted electronically and/or <i>via</i> the telephone.</p>						
<b>Required expertise, qualifications and competencies, including language requirements:</b>	<ul style="list-style-type: none"> <li>● Associate Degree in Fine Arts, Graphic Design or related course of study</li> <li>● At least five (5) years’ experience in graphic design and illustration</li> <li>● Proven track record in producing outputs with high-end graphics design and layout</li> <li>● Well versed in Adobe InDesign, Adobe Illustrator Adobe Photoshop, Canva and other related software</li> <li>● Experience working with civil society or international partners is an asset</li> <li>● Experience working with UNFPA or another UN Agency is an advantage</li> <li>● Excellent interpersonal skills; culturally and socially aware as well as sensitive;</li> <li>● Receptive to critique and feedback on work</li> <li>● Respectful of deadlines</li> </ul>						
<b>Inputs/ services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</b>	<p>UNFPA will share all relevant documents with the consultant once the assignment is awarded. UNFPA will facilitate the use of UNFPA virtual platforms for presentation of results, where needed.</p> <p>Confidentiality Statement: All data and information received from UNFPA for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference.</p>						
<b>Other relevant information or special conditions, if any:</b>	<p>The contract is payable upon satisfactory completion of the deliverables in keeping with the schedule below</p> <table border="1" data-bbox="512 1704 1406 1944"> <thead> <tr> <th data-bbox="512 1704 612 1765">%</th> <th data-bbox="612 1704 1198 1765">Deliverables</th> <th data-bbox="1198 1704 1406 1765">Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="512 1765 612 1944">10%</td> <td data-bbox="612 1765 1198 1944"> <u>First Drafts:</u>            - ESP Lessons Learned Report            - ESP Implementation Map            - Tables and Graphics         </td> <td data-bbox="1198 1765 1406 1944">Aug. 16th 2023</td> </tr> </tbody> </table>	%	Deliverables	Due Date	10%	<u>First Drafts:</u> - ESP Lessons Learned Report - ESP Implementation Map - Tables and Graphics	Aug. 16th 2023
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The Consultant will be required to complete all identified mandatory courses to undertake this consultancy.

**Expressions of interest / Applications**

Interested consultants are requested to submit an application to UNFPA SROC to include:

- a. Up-to-date curriculum vitae(s); and
- b. Letter of motivation / interest

The application should be submitted by e-mail no later than 12 noon EST, Friday, 11 August 2023. E-mail address: [vacancy.sroc@unfpa.org](mailto:vacancy.sroc@unfpa.org).

Email Subject: ***Application - Essential Service Package (ESP) Graphic Designer Consultant***

Also please register in the UNFPA Consultants Roster at: <http://consultantroster.unfpa.org>. Also note that only shortlisted candidates will be contacted.