



TERMS OF REFERENCE

Case studies report & RAAL Guidance

Graphic Design

Remote / May-June 2024

1. Context

Persons with disabilities are disproportionately affected by humanitarian crises and natural disasters. Environmental, institutional, and attitudinal barriers prevent them from accessing humanitarian assistance and participating in decisions on issues affecting their lives.

Continuing gaps in disability-inclusive humanitarian coordination, evidence, and the limited collection and use of quality disability-disaggregated data in the design of response strategies and operational programming have meant persons with disabilities are routinely left behind during humanitarian programming.

The 'From Guidelines to Action' project will directly address this by supporting interested humanitarian actors to strengthen their capacity to collect and utilize data information with and on affected people with disabilities, to coordinate effectively on issues of disability-inclusion, and to design and implement interventions which are accessible to persons with disabilities and promote their meaningful engagement and empowerment.

The project will have a specific focus on humanitarian coordination, protection and food security sectors and will work closely with clusters in two pilot countries, implementing partners engaged humanitarian stakeholders in the country and at the global level, and specialist advisors in each area to maintain global quality and technical standards.

2. Overall Objective of the Service

The Consultant will provide graphic design support to produce a Case Study report (containing 8 case studies on disability inclusion) and a RAAL Laboratory Guidance document with annexes.

3. Key Deliverables of the Service

In consultation with relevant HI staff, the Consultant is expected to deliver:

- (1) Lay out of 8 case studies reports (between 3-5 pages each, already illustrated, following HI graphic charter)
- (2) Layout of a compiled report of the 8 case studies with a front cover, acknowledgment page, and back cover (following HI graphic charter)
- (3) Layout and design of a RAAL Lab Guidance (10 pages maximum) and relevant annexes (number of pages yet to be defined). Following HI graphic charter. A few simple graphs will need to be designed.

All products should be compliant with the WCAG 2.2 standard for accessibility.

4. Time and Location of the Service

We anticipate that the Consultant will work remotely from end-May to mid-June 2024. The Consultant will provide an estimation of billable hours needed to undertake the Service when submitting an offer / quote. The service is planned to be finalized by mid-June.

The timeline isn't flexible due to project's closure.

5. Mechanisms for Communication and Monitoring

For all contractual purposes the primary contact person for the selected Consultant will be the Project Manager. The Consultant will work closely with HI's Technical Specialists and MEAL and Communications Officer.

At the commencement of the Service there will be an online meeting to between the Consultant and relevant HI team members to agree on a work plan.+

6. HI Policies, Procedures and Ethics

The Graphic Designer shall commit to comply with all Protection Policies, Code of Conduct, Good Business Practices, General Purchasing Conditions available for consultation on [HI's website](#). HI's data protection policy can be viewed via [this link](#).

In addition the selected Graphic Designer must adhere to:

- ✓ Respecting copyright and intellectual property, obtain permissions to use all visual elements;

- ✓ Ensure that the final outputs are not used for commercial purposes;
- ✓ Ensure the respect of basic accessibility standards for print and digital material.
- ✓ Use of Right based approach: a conceptual framework for the process of human development that is normatively based on international human rights standards and operationally directed to promoting and protecting human rights.
- ✓ No sub-contracting: we intend to conclude one contract for the service as described

7. Profile

Eligibility requirements

At the time of the closing date for applications, candidates must fulfil all the following conditions:

- Be legally registered as a company / consultant;
- Have fulfilled fiscal obligations;
- At least three years' experience in a similar role and a proven portfolio of graphic design / recording work

Selection requirements - Essential

- Excellent knowledge of English;
- Training in graphic design, visual arts, or related field.
- A strong portfolio of print and digital design work.
- Excellent command of design software such as Creative Suite (namely Photoshop, Illustrator and InDesign).
- Excellent time management and organizational skills.
- Excellent communication, interpersonal and diplomatic skills and ability to operate in a multi-national setting;
- Keen eye for detail.
- Understanding of WCAG 2.2 standard for online accessibility

Selection requirements - Desirable

- Experience working with other NGOs as clients
- A university degree or technical diploma in the field of graphic design / recording

8. Application process

Please send your technical and financial offer (including example of your work) to fg2a-procurement@hi.org before May 24th 2024. We expect the service to start end May.