



TERMS OF REFERENCE

INCLUSIVE DATA TOOLKITS FOR PROTECTION AND FOOD SECURITY

Remote / Oct 23 – Jan24

1. Context / Background

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.

Under this project a key component is the development of tools:

- ✓ Identification and disability-focused analysis of existing tools
- ✓ Co-creation of disability-inclusive analytical review grids for data collection tools in general protection and food security based on identified gaps in commonly used tools
- ✓ Publication and dissemination of adapted toolsets

2. Overall Objective of the Service

In consultation with the relevant HI staff, the designer will use content provided by HI to develop two user-friendly, excel based and accessible toolkits to be used practically by humanitarian actors to review and adapt their data collection tools.

- ✓ Toolkit General Protection (Oct-Nov)
 - Project summary + IASC guidelines, including an overview of review process & tools
 - Protection review matrix tools

- ✓ Toolkit General Food Security (Nov to Jan)
 - Project Summary + IASC guidelines, including an overview of review process & tools
 - Food security review matrix tools

3. Key Deliverables of the Service

The Graphic Designer is expected to deliver 2 x excel based toolkits / documents for digital use and ideally print (PDF). The layout should comply with HI's Graphic Charter. Each toolkit will contain:

- ✓ Structure of toolkit
 - 0 sheet/tab: graphic overview of the toolkit – content
 - 1st sheet/tab: 1 pager with background on the project and development of the toolset (see 1.) & question bank
 - 2nd sheet/tab: Guidance for using the toolkit with links to the other sheet, including a flowchart graphics linking to the sheet & question bank
 - 3rd sheet/tab: Demographic section review grid & question bank
 - 4th sheet/tab: Risk and vulnerability section review grid & question bank
 - 5th sheet/tab: Needs/ requirements assessment section review grid & question bank
 - 6th sheet/tab: Observation Sheet review grid & question bank
 - 7th sheet/tab: Safety audit review grid & question bank
 - 8th sheet/tab: AAP review grid & question bank
 - 9th sheet/tab: Standard operation procedure & recommendation bank

- ✓ 2 visuals or infographics representing: summary of the toolkit with content, objective, target group and process of using the toolkits.

- ✓ Respect of WCAG 2.1 standard for online accessibility, including:
 - Add alternative text for content bearing images or tag as artifacts,
 - Tag all headings from H1 (for the title), and tag body of text, Tag graphs, tables and links,

- Make sure links are clickable for the digital version,
- Add bookmarks for main headings,
- Ensure appropriate reading order through articles (if relevant, make the content reflowable in PDF),
- Ensure minimum colour contrast ratio for text and illustrations (superior or equal 3:1).

In order to ensure that the above deliverables are met, a kick-off meeting will be held between the Graphic Designer and relevant HI staff. In addition, the Graphic Designer will be asked to submit a short Plan of Action (PoA). Note this PoA will need to factor in at least one round of HI feedback per toolkit, visuals and infographics.

5. Time and Location of the Service

We anticipate that the Service will take place between October 2023 and January 2024. The total number of hours/days of work will need to be agreed upon with the Graphic Designer. The timeline can be slightly adapted, if needed, as long as the final deadline for delivering the results is respected.

The Service will be conducted remotely.

6. Mechanisms for communication and monitoring

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

At the commencement of the Service there will be an online kick-off meeting to introduce the Graphic Designer to the relevant HI team members.

7. 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.

8. 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;
- Have fulfilled fiscal obligations;
- At least three years' experience in a similar role and a proven portfolio of graphic design work.

Selection requirements - Essential

- Excellent knowledge of English and/or French;
- 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.

Selection requirements - Desirable

- Experience working with other NGOs as clients;
- A university degree or technical diploma in the field of graphic design.
- Additional languages such as Spanish or Arabic

9. Application process

Applications must include:

- A detailed CV, with clear description of education and professional experience;
- A portfolio of graphic design work (PDF format);
- A financial proposal for the service described above, including estimated hours/days needed

Please note: all applications will be assessed on the following weighting:

- ✓ 20% CV / Experience
- ✓ 60% Portfolio examples
- ✓ 20% Financial Offer

Please note: for the financial proposal HI will cover daily fees only. It is expected that the Graphic Designer will already have the required software and equipment; there is no travel

required.

Please send all required documents **by 2nd September** to Charles Lunn at the following address: c.lunn@hi.org and include INCLUSIVE DATA TOOLKITS FOR PROTECTION AND FOOD SECURITY as the subject. Additional information requests are welcome and should be directed to Charles Lunn.