

## TERMS OF REFERENCE

### Layout and Graphic Artist

### Design and layout of Start Network's Post-Season Reviews

<b>Position</b>	<b>Layout and Graphic Artist</b>
<b>Project</b>	<b>Design and layout of Start Network's post-season reviews</b>
<b>No. of days of assignment</b>	<b>40 days</b>
<b>Location</b>	<b>Remote</b>
<b>Reporting to</b>	<b>Communications Consultant and Country Crisis Advisor, Start Network</b>

#### **Background**

Start Network is a global membership of over 90 organizations, working across six continents, to tackle what we see as the biggest systemic problems in the global humanitarian system. Start Network is an independent charity and is hosted by CARE International in the Philippines.

Start Network's vision is for a locally-led humanitarian system that is accountable to people affected by and at risk of crises. We aim to achieve this vision by making system-level shifts in how humanitarian assistance is approached and delivered.

#### **OUR SOLUTIONS**

- **DECENTRALIZING & LOCALLY-LED ACTION:** Shifting power and resources and decentralizing decision-making to locally-led networks and organizations.
- **EARLY & RAPID FINANCING:** Building a global financing system that reduces risk, anticipates, and acts ahead of predictable crises.
- **COMMUNITY-LED INNOVATION:** Incentivising innovative, locally-led, and contextual solutions and learning from them together with people affected by crises.

#### **About the project**

In the Philippines, Start Network is implementing Start Ready, a Disaster Risk Financing (DRF) system that allows local NGOs and civil society organizations in the country to manage disaster risks proactively. This requires scientific modelling of hazards, development of contingency plans, and establishment of pre-positioned financing to enable earlier, more predictable, and better-coordinated assistance to communities affected by predictable disasters. The implementation of DRF system in the Philippines is grounded on five key principles—locally-led DRF system, data-driven actions, comprehensive contingency plan, effective and efficient operations, and scalable system.

Following a series of contingency plans and implementation activities, Start Network, alongside member organizations in the Philippines, has conducted a comprehensive review of its strategies—resulting in documentation of action plans and ways forward. **Start Network aims to produce a publishable version of these documents for stakeholders' and partners' use.**

### **Scope of Services: Layout and graphic artist**

*It is within this context that this Terms of Reference is prepared and Start Network is currently looking for a Layout and graphic artist who will perform the following tasks:*

- Produce (2) layouts and print-ready versions for Start Network's 2023 and 2024 post-season reviews
- Produce (1) layout and print-ready version for Start Network' Philippines compilation of 4 case studies
- Produce essential graphics and infographics to complement the manuscripts, according to Start Network's branding guidelines
- Attend meetings/coordination with the program and communications team to discuss materials and treatment for the materials
- Provide printing guidelines for end-materials

### **Qualifications and Experiences**

*The Layout and Graphic Artist should possess the following qualifications, experience, skills, and competencies:*

- Demonstrated experience in creating visual products for annual reports, organizational review, and other related products
- Technical and practical ability to design contents using programs such as InDesign, Illustrator, Photoshop, and other layout and graphic design tools is required.
- Ability to work collaboratively with the Start Network team and independently with limited supervision
- Experience in engaging with government institutions and stakeholders from municipalities, NGO's, private sector and academic, at the national and local levels is an asset.
- Familiarity with Start Network and other disaster management organizations is desirable
- Educational background in development communications, or relevant professional experience in a similar discipline

### **Project Timeline**

Work item	No. of Days	Output Needed
Selection and onboarding of successful applicant	1 day	Onboarding call
Layouting of 1st document: 2023 post-season review	10 days	Draft layout version with graphics and integration of provided photos
Review and finalization of 1st document: 2023 post-season review	7 days	Final layout version with graphics and integration of provided photos
Layouting of 2nd and 3rd document: 2024 post-season review Case Study compilation	10 days	Draft layout version with graphics and integration of provided photos
Review and finalization of 2nd document: 2024 post-season review Case Study Compilation	7 days	Final layout version with graphics and integration of provided photos

## Payment Terms

The cost of this engagement will be paid in tranches:

Payment Tranche	Deliverable
1 <sup>st</sup> Tranche (50%)	Submission of the final version of the 1st document
2 <sup>nd</sup> Tranche (50%)	Submission of the final version of the 2nd document

## Application

For interested applicants, please send the following requirements to Angeli Cantillana ([acantillanawork@gmail.com](mailto:acantillanawork@gmail.com)) and Arvin Caro ([arvin.caro@startnetwork.org](mailto:arvin.caro@startnetwork.org))

- Cover letter
- Sample works
- Costing

**Deadline of application: August 23, 2024**