**TERMS OF REFERENCE**

**START NETWORK COMMUNICATIONS CONSULTANT**

**Background**

Start Network is made up of more than 100 aid agencies across five continents, ranging from large international organisations to national NGOs. Our aim is to transform humanitarian action through innovation, fast funding, early action, and localisation. The network believes that the biggest systemic problems that the humanitarian sector faces - problems including slow and reactive funding, centralised decision-making, and an aversion to change, means that people affected by crises around the world do not receive the best help fast enough, and needless suffering results.

The Network is underpinned by a family of funds and financial services which aim to help more communities at reduced cost. These are organised into two main groups – Start Funds, for smaller scale hazards, and Start Ready, which can pool risk and investment, and release funding based on pre-arranged triggers. Together, these services support the membership to access fast funding to respond to small and medium-sized crises and to put in place pre-arranged funds and financing that can facilitate more timely, proactive, or risk-informed crisis action.

Start Network’s [Start Fund](https://startnetwork.org/funds/global-start-fund) and [Start Ready](https://startnetwork.org/funds/start-ready) are global pooled funds that provide members with rapid, early, and risk-informed humanitarian financing. Both Start Ready and Start Funds enable anticipatory action to protect people in need ahead of predicted humanitarian crises.

Start Ready protects people from climate-related hazards by ensuring readily available access to funds for pre-agreed plans that can be implemented as soon as triggers are breached, ahead of a crisis. Start Ready for Tropical Cyclones is in its 4th Risk Season of being implemented in the Philippines and a second system for Flood Risks is currently under development.

To complement both Start Ready and Start Fund, the Forecast-Based Warning, Analysis and Response Network ([FOREWARN](https://startnetwork.org/funds/disaster-risk-financing/forewarn)) supports Start Network members with identifying and utilising high-quality hazard and risk information shared and produced by scientists and experts, and to operationalise this information to drive anticipatory action within the network and beyond.

In the Philippines, Start Network programmes are being hosted by CARE Philippines which will be the contracting organization for this piece of work.

# **Role**

Start Network, through CARE Philippines, is looking for a communications consultant under the Crisis Anticipation and Risk Financing (CARF) Team who will produce monthly deliverables as needed, including:

* Development of knowledge products for the CARF country programming in the Philippines including brochures, flyers, briefers, reports, & other collaterals
* Conducting interviews and writing articles and press releases for local or national media
* Work with Start Ready Consortium Members in liaising with local media
* Support the documentation of events and activities of the CARF programmes
* Writing articles for CARF programming in the Philippines for the Start Network Website
* Writing, design, and publication of year-end digital newsletter on progress & accomplishments of the CARF program to be disseminated to Start Network members & other stakeholders
* Designing visibility materials in line with donor standards
* Production of slide decks as needed
* Support the MEAL Officer in maintaining a database of all knowledge products and communication materials related to the CARF programming

**Reporting**

The consultant will report to the Country Crisis Financing Advisor and subject to additional oversight from Technical Specialist.

**Qualifications**

* Bachelor’s degree in Communications, Journalism, Digital Marketing, or other related fields
* Experience working with I/NGOs, Civil Society, and government agencies within the humanitarian or disaster management sectors (DRR, emergency response, and recovery)
* Strong writer and editor
* Excellent interpersonal and general communication skills
* Meticulous and detail-oriented
* Experience in formulating strategic plans/frameworks.
* Experience in conducting interviews and writing web content for development or humanitarian organizations
* With skills in visual design and experience producing infographics and report layouts
* Professional and able to comply with deadlines and submit quality outputs in a timely manner
* Preferably with network of media contacts and a history of successful media outreach

**Terms**

* Activities will commence upon signing of agreement.
* The consultant will be paid a fixed monthly fee upon submission of deliverables and invoices.
* The initial contract will be for six (6) months with the possibility of extension subject to fund availability
* The consultant will work remotely but will be required to attend onsite events with potential for field travel to cover project activities

# **Submission**

Please submit the following documents:

* Expression of Interest
* Consultant’s CV
* Sample works

To:

Lia Gonzalo, Crisis Anticipation and Risk Financing Officer

[lia.gonzalo@care.org](mailto:lia.gonzalo@care.org)

Deadline of submission is until **September 5, 2025, 11:59PM (Philippine Time).** Applicants will be screened on a rolling basis until a suitable candidate is identified.