**TERMS OF REFERENCE**

**Layout and Graphic Artist**

**Design and layout of Start Network’s multiple cyclones learning paper report**

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| **Position** | **Layout and Graphic Artist** |
| **Project** | **Design and layout of Start Network’s multiple cyclones learning paper** |
| **No. of days of assignment** | **40 days** |
| **Location** | **Remote** |
| **Reporting to** | **Technical Specialist Crisis Anticipation & Risk Finance, Start Network** |

## **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 consultancy.

**About the project**

During a six-week period from September to October 2025, six tropical cyclones impacted all 18 regions of the Philippines, affecting over 13 million people. The most severely impacted were 15 provinces, where 5.9 million people were affected and 2.6 million were displaced.

In response, humanitarian agencies Start Network, Oxfam and FAO activated their anticipatory and early action protocols and provided critical, life-saving support to communities ahead of the storms' impact.

To capture key insights from the activations, Start Network commissioned a learning paper that focuses on the lessons learned from the activations within the context of successive cyclones. The findings offer practical recommendations for humanitarian agencies, government stakeholders, and policymakers on how to effectively integrate and mainstream AA into their disaster risk reduction strategies.

**Start Network aims to produce a publishable report and presentations for stakeholders', partners’, and the network’s 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 (1) layout and print-ready versions of the multiple cyclones learning paper report (35 pages including front matter/preliminary pages; no content editing required)
* Produce (1) PowerPoint presentation capturing the lessons, insights, and recommendations of the learning paper report
* Produce (1) poster presentation that can be used during events
* Produce essential graphics and infographics to complement the report and presentations 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**

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| **Work item** | **No. of Days** | **Output Needed** |
| Selection and onboarding of successful applicant | 1 day | Onboarding call |
| Layouting of report | 10 days | Draft layout version with graphics |
| Review and finalization of 1st draft of report | 8 days | Revision incorporating comments & suggestions from SN |
| Layouting of PPT & poster | 7 days | Draft layout version with graphics |
| Review and finalization of 1st draft of PPT & poster | 7 days | Revision incorporating comments & suggestions from SN |
| Review and finalization of report, PPT & poster | 7 days | Final layout version with graphics |

**Payment Terms**

The cost of this engagement will be paid in tranches:

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| --- | --- |
| **Payment Tranche** | **Deliverable** |
| 1st Tranche (50%) | Submission of the first version of the report |
| 2nd Tranche (50%) | Submission of the final version of the report, PPT, & poster |

**Application**

For interested applicants, please send the following requirements to Yowee Gonzales (Yowee.gonzales@startnetwork.org) and Lia Gonzalo ([lia.gonzalo@startnetwork.org](mailto:lia.gonzalo@startnetwork.org))

* Cover letter
* Sample works
* Costing

**Deadline of application: September 5, 2025**