

Terms of Reference (ToR) for Graphic Designer for Handbook

Assignment Title:	Layout Design - Handbook	Deadline Application	22 May 2024
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Background

Voluntary Service Overseas (VSO) is a leading international development organization which promote a world without poverty and working through volunteering approach to share skills and knowledge for development. VSO Myanmar will be providing technical support on gender and disability inclusion to a consortium unit of Multi-Year Resilience Program (MYRP) for Myanmar to achieve its four outcomes specifically on access, quality, system strengthening and resource mobilisation. The main objective of MYRP in Myanmar is to provide quality education services to the most vulnerable learners, including children with disabilities, and those out-of-school or at risk of dropping out in a safe disability inclusive and gender responsive, and protective learning environment.

In this regard, VSO is looking for an experienced graphic designer who can represent the messages of project needs through compelling visual designs based on the content and guidance provided by the project team. The qualified service provider is expected to design a Community Awareness Raising handbook which primarily aimed at various target audiences. The service provider shall be responsible to provide standardized materials by ensuring quality and appropriate creation to promote positive behaviour change in the project's target communities. Due to the nature of the project, we are seeking for a service provider that can complete the assignment within 15 working days or the stipulated timeline set by VSO.

Scope of Work

- Develop layout designs for 1 Community Awareness Raising Handbook (both English and Burmese versions). The handbook consists of around 80 English pages and approximately 130 pages.
- The handbook will be divided into two sections and the service provider will need to deliver 4 final separate products of the Handbook – two language pairs of each section of the handbook.
- Develop the materials following accessible and inclusive communications guidelines and work closely with the project team to receive constructive ideas.
- Must ensure full compliance of graphic and visual communication products with the relevant VSO brand guideline and graphic standard.
- Dimensions of product size is A-4.
- Revise for minor adjustment and edition to the designs upon project team's requests.
- The service provider is responsible for all the software and hardware required to compete the projects.

Rating Scale:

1	Qualifications	<ul style="list-style-type: none"> ▪ Degree in Graphic Design or diploma/certificate of completion of training course on professional graphic design or related courses. ▪ Strong knowledge of Adobe Creative Suite. ▪ Must be fluent in English and Burmese.
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		<ul style="list-style-type: none"> ▪ Excellent communication, service skills and attention to detail. ▪ Demonstrated competency with developing and producing handbooks, magazines and materials of similar sorts,
2	Experience	<ul style="list-style-type: none"> ▪ At least 5 years of relevant professional experience in graphic design/illustration skills, including the mastery of all standard and modern design software. ▪ Demonstrated experience in producing designs for international organizations and non-profits especially for INGOs, NGOs, and CSOs. ▪ Having a strong knowledge in handbook layout design for gender and disability inclusion is an advantage. ▪ Proven knowledge and/or familiarity with social inclusion, resilience, and sustainable development issues in fragile contexts. ▪ A good understanding of quality design composition, conceptual layout through to final design presentation and typography.

Tentative Timeline

- Consultation with VSO project team on the concept of handbook design on **27 May 2024**.
- The service provider must complete the first draft of assignment and share it before **3 June 2024**.
- The second revision should be submitted on **7 June 2024**.
- The final version should be completed on **10 June 2024**.

Copyright Ownership

- All materials, whether draft or final products should be submitted to VSO in soft copies along with source files.
- Any material submitted under this ToR is the property of VSO and the project. It cannot be submitted or distributed to or used by any other agencies without prior informed consent.

Payment

- Payment will be processed based on deliverables as agreed in the contract document. It will be made upon receipt of agreed final version of the products in the standard format and guidelines.

Applications will be accepted and processed on a rolling basis. Interested service providers should submit their Cover letter, CV, Quotation Proposal (with MMK currency), and examples of previous similar work to nainglwin.htoo@vsoint.org by **22 May 2024**. Only the final successful bidder will be contacted by VSO.