

Terms of Reference
Consultant for communication material design

“Document one trauma-informed essential services toolkit and communications tools to raise awareness on Violence against Women (VAW) to community members”

1. Overview of Hagar International in Vietnam

Hagar is a specialist trauma-informed care agency that works to provide women and children suffering from trauma as a result of human trafficking, slavery and abuse in Cambodia, Afghanistan, and Vietnam with opportunities to heal and recover. Hagar International in Vietnam (henceforth Hagar Vietnam) was launched in 2009 in response to the growing magnitude of violence and human trafficking, as well as the severe lack of services available for victims/survivors in Vietnam.

Hagar Vietnam provided direct support to more than 19,000 women and child survivors in 2019. We respond to the needs of vulnerable women and children to receive multi-sectoral support and social services, and be supported by their family and local authorities with survivor-friendly strategies to prevent re-traumatization. We lead prevention activities to build the knowledge and resilience of communities about the right of everyone to be protected from unsafe migration, human trafficking, and child abuse. We build the capacity of partners, including the Vietnamese Government’s Women Union, to deliver a specialized model of trauma-informed care in communities. We facilitate empowerment opportunities for women and child survivors to demonstrate their leadership by facilitating voice and agency opportunities in their community, national and international forums. We use field experiences to advocate and influence the strengthening of national legislation and implementation standards, for survivor support and access to social services, whenever we can.

2. Assignment Information

Assignment Title:	Communication material design
Project:	Building capacity of duty bearers and beneficiaries to improve access to services for women and children survivors of intimate partner violence and non-partner violence and change community’s attitude and behaviour towards VAW. The project is being implemented in Nghe An and Yen Bai provinces.
Contract Type:	Consultant
Duty Station:	Hanoi
Consultancy Duration:	10 days (December 2020)

2.1. Project Description

This project addresses Violence against Women (VAW) in four communes in Nghe An (two communes) and Yen Bai (two communes) provinces, contributing to changes in the lives of VAW survivors and vulnerable women and girls. It is funded through the United Nations Trust Fund (UNTF). This project builds the capacity of three levels in the province: (1) Village leaders (village chief, village Women’s Union) to recognize VAW, provide initial emergency and referral support. (2) Commune emergency response teams (ERT) including Police, Women’s Union, Department of Labor, Invalids and Social Affairs (DoLISA), Justice, village leaders, etc. to coordinate and provide services for survivors. (3) Provincial and district authorities to support commune- and village-level. Additionally we will utilize experiences and lessons learned in consultations with Government of Vietnam, United Nations, and civil service organizations (CSOs).

The project goal is: “Women survivors and those at risk of violence, in particular Intimate Partner Violence (IPV), Non-Partner Sexual Violence (NPSV) and trafficking (targeted survivors), and those at risk in project areas, experience increased safety, wellbeing and voice by project Month 36.”

3. Scope of Work

The consultant will work directly with Hagar Vietnam’s UNTF Project Coordinator and Communications Officer, and in consultation with Hagar Vietnam’s Trauma-Informed Care Team Leader.

The consultant will design 2 communication printed products:

1. Trauma-informed essential services toolkit (estimated 20 pages including texts and pictures)
2. Communication tool to raise awareness on VAW for community (estimated 3 pages including text and pictures)

These products will be used as a visual tool to help local officials and people in Nghe An and Yen Bai provinces increase their knowledge and skills about gender-based violence prevention and response, integrating trauma-informed care in the providing supportive services to people suffering from gender-based violence.

Hagar Vietnam will provide knowledge, information about Trauma-Informed Care, Gender-based Violence prevention, input related to target audience and relevant information for consultation. The consultant will edit and submit the final product based on Hagar’s comments by the due date.

4. Expected Results

This role must meet these requirements below:

- An idea about the visual and form for the printed products based on information provided by Hagar Vietnam
- Creative and well-presented illustrations for the content
- Ensure that concepts of Trauma-Informed Care are conveyed, ensuring cultural sensitivity is observed and Hagar communication policy is fully complied with.

Hagar Vietnam’s UNTF Project Coordinator and Executive Director are responsible for approving the final product/s. It is expected that throughout the development of products, the UNTF Project Coordinator and Communications Officer will be fully involved in discussions and see products at different stages.

5. Deliverables and Timescale

a. Deliverables:

- Final designed files in the original form and printed form:
 - 01 Trauma-Informed Care toolkit
 - 01 Communication flyer
- These files will be provided to Hagar Vietnam for their keeping and future use

b. Timescale

	Activity	Deadline	Approved by <i>(who will review and confirm)</i>
1	Receive briefing from Hagar Vietnam	17/12/2020	Hagar Team (UNTF Project Coordinator, Communication Officer, TIC Team Leader)
2	Draft outline the design	21/11/2020	UNTF Project Coordinator, Communication Officer, TIC Team Leader, Executive Director

3	Final design	24/12/2020	Consultant
4	Comment and revise	28/12/2020	UNTF Project Coordinator, Communication Officer, TIC Team Leader, Executive Director
5	Final products	30/12/2020	UNTF Project Coordinator, Communication Officer, TIC Team Leader, Executive Director
Total		10 days: <ul style="list-style-type: none"> • Design draft form and illustration for 2 products: 05 days • Finalize and edit the products based on comments: 05 days 	

6. Accountability and Structure

The consultant must closely work with Hagar's UNTF Project Coordinator, Communication Officer and TIC team leader to secure contents, methodology, tools and the timeframe of deliverables. Hagar Vietnam's Executive Director is responsible for approving the final products.

7. Duty Station and Travel

The production process will be organized in Hanoi.

8. Consultant fee and Payment

a. Consultant fee:

As mutually agreed between Consultant and Hagar Vietnam.

b. Payment & Payment Schedule

Total fee paid after receiving the timesheet and satisfactory completion final report

9. Qualifications

Education level	<ul style="list-style-type: none"> • Proficient in designing printed products • Having knowledge and understanding about gender-based violence and trauma is an advantage
Essential Experience	<ul style="list-style-type: none"> • Experience and skills in graphic design • Experienced in producing printed communication products such as: flyers, brochure, booklet, newsletter, etc. • Experienced in producing media products for the countryside and ethnic minority
Highly Desirable Skills	<ul style="list-style-type: none"> • Creative in conveying content into visual • Demonstrated cultural sensitivity and gender sensitivity • Basic understanding of psychological trauma desirable, or willingness to learn
Others	<ul style="list-style-type: none"> • Willing to comply with all relevant policies and procedures • Willing to take direction • Commitment to producing quality work • Be able to work under the time contract.

10. Application package:

Interested consultant(s) should send their profile to Hagar International in Vietnam via Vietnam@hagarinternational.org. The profile should include application letter explaining your interest in the consultancy and why you are the most suited candidate for this position, updated CV, previous related products and propose daily consultancy rate for this assignment.

The closing date for application is on **December 11st, 2020**. Applications will be treated in the strictest confidence. Due to the volume of applications we expect to receive; only short-listed candidates will be contacted and CVs cannot be returned. Please do not send any original certificates.

11. Approval

Prepared by:

Reviewed by:

Approval:

Signature:

Mr. Le Xuan Dong
UNTF Project Coordinator

Signature

Pham Thi Ngan
Finance & Human Resource Manager

Signature:

Carol Mortensen
Executive Director