

Information pack Design and Resource Development Consultancy

- **Assist in the design and development of Community based child protection resources/tools**
- **Short term consultancy**
- **Location: Vanuatu**

Thank you for your interest in this position.

To apply, please email SLardies@actforpeace.org.au with: Resource Design Project as the title and include:

1. A cover letter introducing yourself and how your skills and competencies described above are met, with concrete examples. Include any experience with working with local NGO's, with developing resources within a Pacific context.
2. An outline of the proposed reporting process including:
 - Proposed methodology
 - Intended ways to manage the process and possible options for resource design and delivery based on program objectives.
 - realistic timelines
3. Budget breakdown of the various presented options addressing consultancy objectives including all consultancy fees, and expenses for the various tasks
4. A current CV
5. One example of a resource that you/organisation wrote and designed

Applications close: 5pm, Monday 26th March 2017

Terms of Reference

1. Introduction:

Act for Peace is the International Aid and Development Agency of the National Council of Churches in Australia and works with church-based partners throughout the Pacific, Asia and Africa. Act for Peace has been working with the Vanuatu Council of Churches (VCC) to implement the Community Based Protection (cbp) Program that commenced in June 2016. This is the second phase of the project with a specific focus on community based child protection (cbcp) during disasters.

2. Background to the Proteksen Blong Pikinini Program

The aim of this project is to strengthen the capacity of children and local communities in Vanuatu to prepare for, mitigate, and respond to, disaster-related child protection risks. This intervention builds upon achievements of the Community-based protection in Disaster Risk Management program in Vanuatu, implemented in 2015-2016 and funded by Church of Sweden/Radiohjälpen, which focused on integrating protection into community planning and action. In this program, locally developed tools and resources were reviewed and developed and used to train community leaders in preparing, planning and adopting strategies for reducing the risk of violence, coercion, deprivation or abuse in disaster times.

With this new project we build on the achievements of the existing program by further refining our focus to specifically target the protection of children especially in times of disaster. The project will utilise a three step methodology that will include:

1. Designing a specific child-friendly community based protection resource which can be used by children, their care-givers and community leaders and that compliments the already developed community based protection resource;
2. Deliver trainings to Sunday school teachers, child care-givers, and youth leaders in the application of the child-focused community based protection resource;
3. Model the delivery and application of this resource with school children as part of effective ToT training.

This method of program delivery focuses on tackling community based protection from two directions. The original and newly developed resources will provide essential skills to adults and care-givers that work with children to identify and develop strategies to reduce protection risks to children within communities especially during disaster times. Whilst the ToT training will provide teachers and care-givers who work directly with children with the necessary skills and tools that will enable them to empower children to take an active role in their own protection needs.

3. Overall purpose of the consultancy.

We require the assistance of a suitably qualified consultant or organisation to assist in helping with reviewing our current resource and developing and designing a revised resource that can be used to conduct cbcp activities with children at various levels within the community. It is expected that the successful candidate/s will have experience in writing, editing, and illustration and be able to provide expertise in options for layout and design that will best meet program needs and budget constraints.

4. Deliverables:

Presentation of possible design ideas to best fit with project delivery at the community level to include the most practical and cost effective way of delivering cbcp training at the community level. This will include:

- Review of current community based protection activities and community feedback
- Format and design of the resource based on agreed delivery method
- Ongoing consultation with AfP Program Coordinator and VCC protection team to ensure input of culturally appropriate examples, case studies and Q and A's to be included in the resource design
- Provision of suitable illustrations to be used in the resource/s. Amount of illustrations will be based on cost breakdown of this task.
- Provision of a high resolution PDF and word version to AfP.

5. Scope of the Consultancy

It is expected the consultant/s will undertake a review of the resources and community feedback, work with the AfP focal point in country and the Protection team at VCC and provide a series of option on resource design and delivery that will best meet project objectives and community needs. Once a design is agreed upon, the consultant will work in close consultation with the AfP country focal point who will ensure that feedback is received from the AfP International Program Coordinator, and the Protection manager. This should streamline the process for editing. The consultant will take lead in designing an indicative timeframe to complete the various activities including reviewing of existing resources, editing, consultation, illustration of culturally relevant and appropriate illustrations/graphics, and planned resource review and finalisation of the agreed resources.

6. Schedule and deliverables

The consultancy is expected to commence this month and will have all completed resources submitted for finalization by the 18th May 2017. It is expected that the consultant will complete a:

- A review of documents and project materials
- A participatory process engaging AfP focal person/s to assist in the reflection, review and technical input into the resources
- An agreed timeline and budget to be signed off. This will be submitted around timelines for the various of resources required.
- Timely completion of tasks as per agreed timeline
- Professional finalised resource in word and PDF format.

7. Roles & responsibilities

Consultant

Reporting to Act for Peace Program Coordinator, the consultant will:

- Undertake consultancy within the timeframe agreed
- Prepare and submit a plan for the consultancy and amend as required
- Undertake desk based review of program documentation
- Develop the methodology for undertaking the consultation with the AfP program staff to ensure suitable consultation, input and feedback.
- Produce and submit a high quality final resource that meets the design brief objectives and various target audiences.

Act for Peace will:

- Provide all documents, information and materials relevant to the project to enable Contractor/Consultant to understand the context of the Project for this assignment.
- Coordinate the involvement of the Country Program Partner (VCC) in the process, including liaising with program teams to facilitate their participation and inputs into draft documents;
- Coordinate the development of the terms of reference for the consultancy
- Assist VCC to commission and manage the consultant
- Provide one local organization contact person who is knowledgeable about the Project and who understands the goals of the project
- To respond in writing to Consultant written outputs/reports, within 2 days of receipt from the consultant.
- Be tasked with items that require direct in country input to ensure objectives are met.

Country Program Partners (Vanuatu Christian Council)

- Review and provide input into the Terms of Reference
- Provide information as required by the consultant including ensuring other staff are available for meetings
- Ensure all implementation staff are available to work during the time the consultant is contracted.
- Manage the recruitment and payment of the consultant
- Review and provide feedback on draft resources
- Ensure VCC management are up to date on progress.
- Commence with translation if and when required.
- Keep to the required timelines for feedback and tasks.

8. Selection Process

Expressions of Interest are invited from suitably qualified consultant/s with the skills and experience to undertake the role. Proposals should include:

1. A cover letter introducing yourself and how your skills and competencies described above are met, with concrete examples. Include any experience with working with local NGO's, with developing resources within a Pacific context.
2. An outline of the proposed reporting process including:
 - Proposed methodology
 - Intended ways to manage the process and possible options for resource design and delivery based on program objectives.
 - Realistic timelines
 - Budget breakdown for provided options.
3. A current CV
4. One example of a resource that you/organisation wrote and designed.

The consultant will be required to sign contractor compliance with Act for Peace Code of Conduct, Child Protection Policy, Privacy Policy and Confidentiality Agreement.

Expressions of Interest should be submitted electronically to Sofia Iardies, in Country Program Coordinator with Resource Design Project in the Subject Heading to SLardies@actforpeace.org.au by 5pm 26th March 2017.

Proposals will be assessed according to the following criteria:

- Clear, credible, structured cover letter addressing selection criteria
- Profile, competencies and availability of the consultant
- Suitability of the financial proposal as per the methodology and program budget
- Ability to complete the reporting within the required timeframe
- Value for money.

It is expected shortlisted candidates will be contacted by the Monday 26th March 2017. Act for Peace is not bound to accept the lowest or any tender. For further information please contact SLardies@actforpeace.org.au or Tracey Robinson by email trobinson@actforpeace.org.au