


## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<b>Title</b> CAI consultancy: design and publication consultant	<b>Funding Code</b>	<b>Type of engagement</b> <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor	<b>Duty Station:</b>  Kinshasa
<b>Purpose of Activity/Assignment:</b> Design and publish CAI and IOA reports in French and English			
<b>Scope of Work:</b> <ul style="list-style-type: none"> <li>Develop adapted products together with the CAI manager to match the 4 types of products requested</li> <li>Receive requests at a 3–4-week interval and develop specific outputs as requested</li> <li>Manage feedback and edits in timely manner (turnaround of 24-48 hours as agreed per project)</li> <li>Develop CAI / IOA designed logos and branding</li> <li>Take and use feedback to develop reports based on powerpoint slides or word document into published briefs matching the IOA /CAI style and formatting</li> <li>Adapt English reports into French and vice versa</li> </ul>			
<b>Child Safeguarding</b> Is this project/assignment considered as “ <a href="#">Elevated Risk Role</a> ” from a child safeguarding perspective?  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO      If YES, check all that apply:  <b>Direct contact role</b> YES <input checked="" type="checkbox"/> NO If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:  <b>Child data role</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):  More information is available in the <a href="#">Child Safeguarding SharePoint</a> and <a href="#">Child Safeguarding FAQs and Updates</a>			
<b>Budget Year:</b>  2022	<b>Requesting Section/Issuing Office:</b> Integrated Analytics Cell (CAI) within PPMK	<b>Reasons why consultancy cannot be done by staff:</b> <i>The specific tasks assigned to this role requires someone with design capacity which is not available within the current CAI team.</i>	
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
<b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both <b>Consultant selection method:</b> <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desktop Review/Interview)		<b>Request for:</b> <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment	
<b>If Extension, Justification for extension</b>			
<b>Supervisor:</b> Simone Carter  	<b>Start Date:</b> 01.08.2022	<b>End Date:</b> 31.12.2022	<b>Number of Days (working)</b> 63 (estimated) **however the contract is based on production vs. days

Work Assignment Overview			
Tasks/Milestone:		Deliverables/Outputs:	
IOA Field Exchange Volume 3 (ENG/FR) (estimated 8 days)	2 Global level field exchange publication (1 English, 1 French)		
CAI Location specific brief (ENG/FR) (estimated 8 days)	2 reports for the DRC available (1 English, 1 French)		
CAI DRC update on X disease (estimated 5 days)	1 DRC report in French on a disease (to be confirmed by team)		
CAI DRC location specific brief (ENG/FR) (estimated 8 days)	2 DRC location specific publications (1 English, 1 French)		
CAI DRC update on X disease (estimated 5 days)	1 DRC report in French on a disease (to be confirmed by team)		
IOA Field Exchange Volume 4 (ENG/FR) (estimated 8 days)	2 Global level field exchange publication (1 English, 1 French)		
CAI MONITO brief update (ENG/FR) (estimated 8 days)	2 DRC report focusing on the use of evidence (MONITO) (1 English, 1 French)		
CAI annual report (ENG/FR) (estimated 8 days)	2 DRC annual reports including studies to date, key recommendations, evidence use (1 English, 1 French)		
<b>Estimated Consultancy fee</b>	<b>15 reports in total</b>		
<b>Minimum Qualifications required:</b> <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD  X Other discipline and training required. <b>Must have a <u>diploma / license</u> in visual communication / visual arts and or design (or equivalent)</b>  <b>Min 4 year after highschool equivalent</b>		<b>Knowledge/Expertise/Skills required:</b> <ul style="list-style-type: none"> <li>Min 4 years' experience in design and reports publication in both English and French (using design software)</li> <li>Experience publishing research reports which include graphs / charts as well as written text</li> <li>Experience in developing and proposing templates for briefing notes and reports</li> </ul> <b>Additional skills</b> <ul style="list-style-type: none"> <li>previous experience working with UNICEF or humanitarian organisation on developing reports and publications an asset</li> <li>previous experience taking feedback and adapting publications and reports an asset</li> <li>working on multiple projects at a time</li> </ul>	
<b>Administrative details:</b> Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>		<b>X Home Based</b> <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>	
<b>Request Authorised by Section Head</b>		<b>Request Verified by HR:</b>	
<i>Approval of Deputy Representative Operations (if Operations) / Approval of Deputy Representative Programme (if Program)</i>  _____  <i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i>  _____			