**Women You are not alone**

**Redesigning of the creole version of the Guide “Groupo de Apoyo de Mujeres (GAM)”**

**TERMS OF REFERENCE**

**Region/Country:** LACRO/Haiti

**CRS Protection Policy:** CRS’ recruitment and selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

1. **Background**

Violence against women is a phenomenon with multiple parts that interact to negatively impact women’s lives and the lives of their sons and daughters, their families and their communities. It constitutes a violation of their fundamental human rights and should not be seen as a private matter, but rather as something that affects the society as a whole since it affects the possibilities of a little over half of humanity to live their lives freely and fully.

Latin America and the Caribbean have the highest rates of sexual violence in the world, the highest rates of violence by a partner or former partner, and alarming levels of feminicide. In 2017, in 23 countries in the region, 2,795 women were reported murdered because of their gender. In 2016, the Central American region had the highest murder rate of women in the world, 4.8 per hundred thousand females.

The methodology used by CRS, “Woman, you are not alone!” was designed to respond to this problem with a psychosocial approach to violence prevention and attention. The methodology promotes the creation of women’s help groups in which women themselves, after going through a personal transformation process, can become community therapists, helping other women to overcome the adverse effects of violence in their lives and avoid future cycles of violence. Thus, a path is developed of individual and collective healing that contributes to the well-being of women, their families, and their communities.

With the support of local partners, CRS Haiti intends to start the implementation of the methodology of “Women you are not alone!” in Haiti. Currently, the curriculum and all accompanying documents and tools are only available in Spanish. To facilitate its use in Haiti, CRS will translate the materials into Haitian Creole, then simultaneously contract a consultant to redesign the translated guide.

1. **Objectives of the Service**

In order to finalize the Creole version of the Guide of ‘**“GAM”** curriculum, CRS will hire a graphic designer to adjust the layout and graphics to fit with the Creole translation of the Guide GAM.

1. **Mandate of the consultant**
2. Work with the translator to adjust the layouts of the Creole documents according to the graphics existing in the original version in preparation for printing and use.
3. The consultant will use the **InDesign software** to reproduce the documents in the same format as they are presented in the Spanish version throughout the two hundred and sixty-two (262) pages of the Guide and the 12 pages of the summary of the strategy. The consultant should respect the graphics, illustrations, as well as the entire design of both documents (color palette, etc.) .
4. Print one sample of the approved Creole version of the Guide GAM and the 12 pages summary. The total pages to be printed two hundred and seventy-two (274.
5. Submit all the InDesign digital elements for printing.
6. Submit a PDF version (Low and high quality)

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| **DOCUMENT** | **DELIVERABLE** | **DUE DATE** |
| Initial draft of the Creole version of the Guia GAM | **1** | **June 11, 2021** |
| Final version of the Creole version of the Guia GAM that considers all comments and recommendations from CRS  | **2** | **June 18, 2021** |

1. **Expected deliverables and deadline of the consultation services**

The duration of the consultation will be a period of approximatively 1 month. The consultant will be expected to submit progress on the redesigning of the Guide over four submissions. Details on delivery deadlines are included in the table below.

**See the below table for detailed expected deliverables and deadline:**

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| --- | --- |
| **Deliverables** | **Submission deadline** |
| Submit the required application documents | **April 16, 2021** |
| Meet with CRS to finalize details regarding the consultation terms | **April 22, 2021** |
| Submit of a detailed workplan including the working methodology to CRS | **April 26, 2021** |
| Signature of contract and meet with CRS for designing requirements set up | **April 26, 2021** |
| Begin Graphic Design  | **May 5, 2021** |
| Submission of the initial Creole version of Guia GAM to CRS | **June 11, 2021** |
| Final submission of the Creole version of Guia GAM to CRS as well as all the InDesign digital elements for printing, a PDF version (Low and high quality) and the printed guide. | **June 18, 2021** |
| Final meeting with CRS to make a final evaluation of the service provided, make recommendations for corrections. CRS will release the final payment in a period of fifteen (15) working days following the receipt and the validation of the final deliverable | **June 21, 2021** |

**Note: CRS reserves the right to retain the final payment as necessary until the consultant respect the full TOR.**

1. **Payment method:**

CRS will pay 25% of the financial obligations upon receipt and validation of the first deliverable, 35 % upon receipt and validation of the second and third deliverable and the remaining 40% will be paid upon receipt and validation of the last deliverable.

1. **Essential Qualifications required for the Graphic Design**
* Have a minimum of five years of professional graphic design.
* Experience working with International institutions or INGOs in designing is desirable.
* Have at least a bachelor’s degree in a relate field (graphic design, software design and all other related fields) or a professional certification
1. **Required application documents for individuals**
* CV and diplomas
* Scanned copy ID card (CIN, NIF, PASSPORT)-
* References of 3 international organizations /companies of previous experience
* Detailed proposed budget for the service
* Detailed workplan including working methodology
* Letter of intent
* A copy of the consultant’s patent
1. **Application procedure**

Interested Contractor should send a technical and financial proposal in English, describing the relevant experience and capacity to undertake the InDesign service. The proposed budget and technical proposal must be sent to this email: haiti.recruitment@crs.org as Subject: InDesign “**GAM\_Fanm Nou pa pou kont nou**”. Offers must be received by April 16, 2021.

*\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS’ processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer