

Terms of Reference

Graphic design of a short briefing document

HelpAge International

HelpAge International is the secretariat to a global network of organizations promoting the right of all older people to lead dignified, healthy, and secure lives. Its vision is a world in which all older people can lead dignified, healthy, and secure lives and HelpAge's mission is to promote the wellbeing and inclusion of older women and men and reduce poverty and discrimination in later life.

Project to highlight older people's voices in Lebanon

Lebanon is facing existential challenges of social, political and economic nature. The COVID-19 pandemic and the Beirut blast have further aggravated this human and economic crisis. Together, these crises are expected to significantly increase already high levels of poverty.

In this context, there is an urgent need to protect the wellbeing and livelihoods of the Lebanese population and develop new approaches that can address the underlying causes of the crises, while responding to demands of a new social contract and social justice. For both, the development of an inclusive and rights-based social protection system is crucial and key stakeholders in Lebanon are currently debating the expansion of the country's social protection system.

HelpAge wants to ensure that older people have their voices heard and are able to influence discussions on the design and implementation of social protection in Lebanon, and to make stakeholder aware older people's need for, and right to, social protection throughout the life course.

In a partnership with the International Labour Organization (ILO), HelpAge is therefore implementing a project to highlight older people's voices in Lebanon and to engage with civil society organizations to advocate for rights-based social protection for older people.

Graphic design of a short briefing document

As part of the project a 6-page brief will be developed to highlight older people's experiences without income security and social protection, and to share their voices calling for improved social protection systems. The brief will be based on primary evidence gathered during focus group discussions with older people in Lebanon and prominently feature direct quotes from participants. The brief will be developed in Arabic on the basis of focus group discussion in that language and then translated into English.

To make the findings of the brief easily accessible and the brief visually appealing, HelpAge is looking for a consultant to design the layout and graphics of two eye-catching briefs (English and Arabic versions).

Deliverables

Specifically, the consultant will:

- Graphic design and professional layout of both the English and Arabic versions.

Payment rate and schedule

Interested applicants are invited to submit their daily rate and the required number of days. The consultant will be selected on the basis of available resources, the proposed costs (rate and days) and the quality of their sample of previous work.

The work will take place from in the first two weeks of October 2021. A total payment will be made upon the satisfactory completion of the task.

Safeguarding, Code of Conduct and copyrights

The consultant will be working on behalf of HelpAge and will be required to sign and adhere to the Safeguarding Policy and ethical guidelines. As regards the documentation, the title rights, copyrights and all other rights of whatever nature in any materials used or generated under the provisions of this consultancy will exclusively be vested with HelpAge International.

Experience and expertise

The consultant should have:

- Experience in graphic design and professional layout of policy briefs, brochures, reports or other relevant materials.
- Excellent written and oral knowledge of English and Arabic.

Submitting expressions of interest

All expressions of interest should include:

- The consultant's daily rate and proposed number of days to undertake this task.
- The consultant's CV.
- Relevant samples of previous work (graphic editing).

Expressions of interest should be addressed to Mohammad Awad (mohammad.awad@helpage.org) by the 5th of October 2021.