

**TERMS OF REFERENCE**  
**Graphic Designer Peacebuilding Bor South County**  
**ZOA Dorcas South Sudan**

**1. Summary**

Name of Project	Peace and Stability in Bor South
Period	15-11-2021 to 15-01-2022
Location of the project	Bor South – Anyidi, Makuach and Kolnyang Payam
Project objective	Improved peace and stability in Bor South
Consultancy Type	Graphic design of illustrations for ZOA DORCAS Peacebuilding Manual & Posters
Contact ZOA	procurement.southsudan@zoadorcac.ngo

**2. Background of the consultancy**

**ZOA Dorcas South Sudan**

ZO-Dorcac South Sudan is an international NGO that was established in March 2022 as a result of the merger between ZOA and Dorcas in South Sudan. Both organisations were individually present in South Sudan for years (ZOA since 1998 and Dorcas since 2008) and the partnership is expected to further increase impact.

ZOA-Dorcac South Sudan is implementing humanitarian, recovery and development programs, applying the (triple) nexus approach that aims to enhancing resilience and adaptation to ever changing circumstances, including climate change. It is building upon its extensive experience and expertise in especially TVET & entrepreneurship, FSL and WASH, Nutrition and Peacebuilding & Reconciliation.

ZOA-Dorcac South Sudan is active in Western Bahr El Ghazal, Warrap and Jonglei States as well as Greater Pibor Administrative Area. The main office of the organisation is in Juba, with program offices in Akon North (Warrap), Bor (Jonglei), Pibor (GPAA) and Wau (WBeG).

**Project**

This ToR is intended to guide a consultancy service for the ‘Peace and Stability in Bor South’ project in South Sudan. The project is implemented by ZOA DORCAS South Sudan and funded by Pharus project .

The project objective is as follows:

ZOA Dorcas South Sudan – together with the different communities in Bor South – will work towards increased peace and stability. ZOA Dorcas South Sudan wants to invest in new prospects. This requires a multi-sectoral project approach that addresses peacebuilding, creating opportunities for youth, enhancing food security and increasing resilience towards natural disasters (DRR), while promoting good governance. By doing so, the project will improve the wellbeing of women and men in Bor South, and reduce inter-and intra-communal conflict and instability. This is how we will work towards a resilient future in Bor South.



### Background

Under peacebuilding, ZOA-Dorcas works with local peace committees and peace promoters. In May 2022, ZOA Dorcas – together with peace committee representatives – developed peacebuilding outlines which will be used to facilitate training sessions with peace committees and promoters to inform a Peacebuilding Manual.

In addition to the session outlines, ZOA-Dorcas wishes to include **relevant illustrations** for each session. The peacebuilding manual is used for training of local peace committees (LPC) and peace promoters (PP) by ZOA Dorcas's peacebuilding officers and community mobilizers and will similarly be used by these actors to engage community mobilizers. ZOA Dorcas aims to enlarge the illustration to **poster materials** as well.

## 3. Purpose and scope of the assignment

### Purpose

The purpose of this assignment is to design color art illustrations for ZOA Dorcas's peacebuilding manual.

### Specific objectives

The specific objectives are as follows:

#### 1. Conduct an explorative Field research which will inform the scope of the assignment.

The consultant will conduct an explorative 3-day field research to Bor South to:

- 1) get an impression of the context, culture and customs of communities living in Bor South;
- 2) meet with key stakeholders (e.g. local peace committees, peace promoters, partner staff, government) and;
- 3) understand the nature of ZOA-Dorcas's peacebuilding work e.g. through in-depth discussions with ZOA Dorcas staff.

#### 2. Develop color-art illustrations for each of the pre-determined session outlines

Informed by the field research and based on the topics from the session outlines, the designer will develop color-art illustrations. ZOA Dorcas expects a minimum of 20 illustrations; more illustrations can be added where possible/required. Each illustration is to depict a before and after situation. ZOA Dorcas expects the process will require various review rounds; depending on his or her way of working, the designer can submit initial black and white sketches/ pencil drawings, and finally color art. Illustrations are supposed to reflect the context. Every illustration will contain 1 core message which will be translated to the applicable languages.

### Scope and methodology

After signing of the contract, the graphic designer and ZOA Dorcas team will have a meeting to discuss the scope of this assignment. Thereafter, the graphic designer will visit Bor for 3 days for an explorative research and to get inspiration for the drawings. The graphic designer is expected to submit sketches/pencil drawings and a small field visit report to ZOA Dorcas for review. Finally, illustrations will be in color. ZOA Dorcas expects various rounds of review.



### Geographical locations

ZOA Dorcas works in Bor South in three Counties – Kolnyang, Anyidi and Makuach. ZOA Dorcas has existing experience working with communities in these counties. ZOA Dorcas has a field office in Bor.

### Topic lists & design ideas

*NB: the topic are included in ZOA-Dorcas peacebuilding manual. The illustration ideas and messages for peacebuilding were jointly developed during a peacebuilding manual co-creation workshop with local peace committees and community mobilizers. Ideas and core messages may be further revised. ZOA Dorcas will share the draft outlines with the graphic designer.*

## PEACEBUILDING

S/n	Topic	Illustration idea		Core messages
		Conflict	Peace	
1	Outline Internal Organisation Peace Committee	Illustration showing a crosssection of society – male, female, people with disabilities, elders – arguing	Illustration showing a crosssection of society – male, female, people with disabilities, elders – sitting together in a group for discussion	Each member of the Peace Committee is important and has his/her specific task.
2	Cattle-raiding	Illustration about cattle-raiding incl. weapons	Illustration cattle-raiders laying down weapons	Stop raiding cattle because it is a crime and destroys many lives
3	Inter-community fighting	Illustration of 2 groups fighting each other with guns (should be identifiable because of their wear/body marks); burnt houses	Illustration women and men from different tribes walking and talking together, sharing a meal and drinks	Let's talk together and not fight
4	Land Conflicts I	Illustration of 1 group of cattle keepers bringing their cattle to grazing land with other people and cattle; and cattle destroying crops on the farm land.	Illustration of group of cattle keepers bringing their cattle to grazing land with other people and cattle; greeting farmers farming a piece of land next to where cattle is grazing	Let us resolve our land disputes in a peaceful manner
5	Elopement	Illustration of boy and girl together + families quarreling	Illustration of harmony between families, boy and girl	Stop elopement as this creates many conflicts
6	Collaboration between actors for peace	Illustration of a Peace Committee together with a customary court and government representative		We cannot work alone for peace. We need to cooperate with others.



7	Conflict Resolution	Illustration of people fighting with guns	Illustration of people putting down arms/sitting together to talk	Peaceful conflict resolution saves lives
8	Early forced marriage	Illustration of a young girl being married	Illustration of a young girl going to school	Parents, let your daughter finish school before she gets married
9	Conflict Register	Illustration of a man explaining the conflict to someone who registers it.		It is important for the Peace Committee to register conflicts to monitor the conflicts.
<b>Total illustrations</b>		<b>18</b>		

#### 4. Expected deliverables

- a. Field visit report with main observations
- b. Initial pencil sketches presented to technical Team for review and feedback
- c. 18 (or more) full color approved illustrations in line with the above mentioned topics; reflecting the culture / context in Bor South

#### 5. Deliverables and timeframe

Indicative Timeframe <sup>1</sup>				
Description of activity	Dates	# working days	Location	Responsible
<b>Planning</b>				
ToR shared with the consultant	18/11/2022	n/a	Remote	ZOA
Deadline for applications	17/11/2022	n/a	Remote	Consultant
Feedback ZOA DORCAS & online meeting(s) ZOA DORCAS-Consultant to finalize workplan & contracting		n/a	Remote	Consultant, ZOA Dorcas
<b>Field visit</b>				
Travel Juba to Bor for Field research		4 (3 + 2x 0.5 day travel)	Bor	Consultant, ZOA Dorcas
<b>Reporting &amp; design</b>				

<sup>1</sup> To be discussed jointly with consultant



Field research report and draw sketches/illustrations		5 (estimated tbc by consultant)	Remote	Consultant
Feedback ZOA DORCAS on illustrations			Remote	Consultant
2 <sup>nd</sup> round of illustrations & develop in full colour		3	Remote	Consultant
Feedback ZOA Dorcas on illustrations				ZOA DORCAS
Final		1		
<b>Total # days</b>		<b>13 days</b>		

The final timeframe will be jointly agreed upon.

Proposed budgets should include:

- Professional fees
- International flights (if applicable)
- Visa, COVID-19 certificates, insurances (if applicable)
- Any other administrative costs
- Withholding tax of 15%

## 6. Division of roles and responsibilities

### Responsibilities of ZOA Dorcas

- Providing the TOR for the assignment and relevant (background) documents and data
- Provide feedback on illustrations
- Give an introduction on the South Sudan / Bor South programme and security situation
- ZOA Dorcas will support with the logistical arrangements including the booking of accommodation during the field trip, domestic flights and/or vehicle movement while in country. ZOA Dorcas will pay the per diem rate based on its per diem policy.
- Conduct community mobilization, liaison with relevant stakeholders for the field research

### Responsibilities of consultant

- Deliver all expected deliverables/outputs as described in section 4 of this ToR in a timely manner; incl. submission of field research reports and illustrations (copyright ZOA Dorcas)
- Arrange and budget for all necessary logistics incl. if applicable international flights to and from South Sudan, visa, insurance, etc.

## 7. Application and required documents

### Required qualifications and competencies of Consultant

- Proven ability, experience and track record in graphic design and drawing of illustrations
- Strong artistic and creative skills
- Strong (participatory) research and oral and written communication skills with an ability to respond to comments and questions in a timely, appropriate manner.
- Commitment to adaptation and flexibility
- Fluent in English and strong communication and interpersonal skills
- Ability to travel and stay in remote areas and to work under pressure to meet set deadlines



- Experience with graphic design in South Sudan

### Required documents

#### Technical proposals

All Technical Proposals submitted must comply with the requirements in this ToR and comprise the following:

- A cover letter with a brief presentation of your consultancy explaining your suitability for the work
- A description of the consultant's company or organization
- Portfolio and samples of (similar) work
- CV including details demonstrating the Consultant's experience, knowledge and capacity
- A brief narrative proposal including the methodology on how you will approach and conduct the work; including draft methodology framework, proposed timeline/work plan, tools used

#### Financial proposals

- All Financial Proposals submitted must comply with the requirements in the Request of Quotation and shall list all costs associated with the assignment.
- Total budget in USD, including a breakdown of the proposed activities
- Breakdown of fees (based on # days), and other associated costs; indicating rates for remote and field work
- The Financial Proposal should clearly indicate, as a separate amount, the local taxes applicable. This includes 15% withholding tax

The Proposal shall provide the following mandatory attachments:

- Business organization registration certificate or trade license issued by the country of establishment (foreign Consultants only);
- Relevant professional practise certificates, as appropriate
- **References:** the consultant must provide name, organization and contact details and a brief description of the three most recent consultancies. Each reference provided should be the client's responsible project administrator or a senior official of the client who is familiar with the consultant's performance and work.

The completed proposal could be adjusted if necessary during negotiation and will be used in any resulting Agreement.

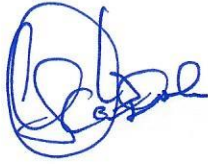
Payments will be made in instalments based on the actual inputs provided and the agreed-upon budget – this will be determined upon signing the Agreement.

The proposal should be valid for a period of at least (90 days) from the last day of submission



**Submission of quotation**

Service providers who feel that they can meet or exceed the requirements should submit a quotation to [procurement.southsudan@zoadorcas.ngo](mailto:procurement.southsudan@zoadorcas.ngo) not later than **17<sup>th</sup> November, 2022**. Submission should follow ZOA Dorcas Request for Quotation instructions (see section 7).



07/11/2022

**ZOAC**  **Dorcas**  
South Sudan