ABOUT RESTLESS DEVELOPMENT

We know young people have the power to solve the challenges we face in our world, but they are being ignored and overlooked. We are the agency that works with young people so they can lead in solving those challenges. Whether that means supporting communities to end child marriage or prevent HIV, we work with young people to change their lives and the lives of people in their communities. Our programmes are genuinely life-changing, but can't do any of this without talented, creative individuals at every level of our organisation.

Restless Development is registered in India as Student Partnership WorldWide India Project Trust, as a public Charitable Trust. To know more about the mission, country programmes, work and values of Restless Development, please visit www.restlessdevelopment.org.

Restless Development has been operating in India since 1985. We currently work to enhance opportunities for youth to lead programmes and initiatives on livelihoods and employment, health and governance, and civic participation across the states of Bihar, Jharkhand, Odisha, Tamil Nadu, Rajasthan, and Delhi, reaching over 25,000 people each year.

OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives. We recognise that safeguarding is everyone’s responsibility and we expect all of our staff, volunteers and partners to ensure we protect the communities in which we operate from harm and abide by our Safeguarding Policy.

ABOUT THE ROLE

This is an exciting opportunity to be part of a dynamic team at Restless Development India, which is undertaking cutting-edge youth-led and focused programmes in India on key priorities of young people.

We are looking for a young illustrator who has a strong interest in supporting gender and SRHR programs and media. We are looking to onboard one graphic designer to develop a series of promotional materials (e.g. calendar, posters, etc.), and publications (brochures, leaflets) to support Restless Development's efforts in its projects, and to communicate results and impact on the ongoing work. Individuals must be reputable graphic designers with prior experience designing similar projects and experience in commercial print management. The consultant must have experience in designing multiple communications products – as described above - and must guarantee timely delivery of the publication.

This role is a time-bound consultancy beginning at the end of January and ending in mid-March, with the bulk of the work being produced in February.

ABOUT THE PROJECT

Project Description: Delhi Learning Lab
For young people – sexual and reproductive health and rights (SRHR) form an important basis of their lives, whether they are sexually active or not. In 2012, India made several commitments to improving its family planning goals, with the aim of including family planning into its goal to achieve Universal Health Coverage. The key commitment included reducing unmet needs by improving access to voluntary family planning services, supplies and information, as well as expanding the contraceptive methods available, and scaling up the usage of current methods. With a significant unmet need for contraception and low condom use, adolescents (especially adolescent girls) are at high risk of contracting sexually transmitted infections and unintended pregnancies. This in turn leads to lessened productivity, and an increased likelihood of unsafe abortions, morbidity, and mortality. In addition, the Government pledged to integrate services focused on adolescent health and maternal health. The policy acknowledged that there was an unmet need for contraception and low condom use, particularly among adolescent girls, who were at a higher risk of contracting sexually transmitted diseases. There is an urgent need to take a multi-pronged approach to support young people in accessing information, services, and products on SRH without having to face bias and stigma. The initiatives that work with young people and not at them have been reported to have received positive responses from youth since this approach inherently considers youth as stakeholders and leaders in the process.

**Intervention/program description**

Delhi Learning Lab (DLL) project under MCGL-India Yash aims to work with the following stakeholders:-

1. **Young People:** The DLL activities have an outreach program to adolescent girls and boys both in communities and in schools (when these open up) as well as young people in the age group of 10-29 years. The program has a dedicated reach to young people including males and females and those who are married and unmarried. It is expected to further mobilise the target groups of adolescents and youth directly in the proposed age groups through the youth resource centre, campaigns, in-school interventions, and out-of-school changemaker network for young people (about 400 youth) in the communities over the period of 3 years. Activity will also implement technology-based models with young people.

2. **Community members:** It is intended to work with dedicated groups of parents, religious leaders, community members, and older siblings - known to play a decision-maker role for youth, particularly young girls. The interventions will be aimed at making the community gender sensitive and creating a safe environment for young people to learn about SRHR, services, and products.

3. **Private and Public health care providers:** The service providers that we will make outreach to and influence would include pharmacists, doctors in the vicinity as well as Govt. frontline workers, police department, and SRHR service providers under RKSK centres, staff, and workers of other NGOs working on SRHR. Testing of mobile phone Apps and other models with stakeholders as and when these are available shall also be done.

### ROLE DETAILS

<table>
<thead>
<tr>
<th>Job title</th>
<th>Graphic Designer- Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Remote, preferably in India</td>
</tr>
<tr>
<td>Consultancy Fee</td>
<td>INR 30,000 (inclusive of all taxes)</td>
</tr>
<tr>
<td>Preferred start date</td>
<td>Immediately</td>
</tr>
<tr>
<td>Number of openings</td>
<td>1</td>
</tr>
<tr>
<td>Length of contract</td>
<td>2 months</td>
</tr>
<tr>
<td>Reports to</td>
<td>Communications Officer, India</td>
</tr>
</tbody>
</table>
**Deliverables**

**Duties and Responsibilities**

Under the overall guidance of the Restless Development Programme Manager in New Delhi, the consultant will work closely with the Restless Development Communications Officer and Programme Coordinator to produce the graphic design of the communication material requested. In particular, the consultant will transform text-based communication materials into visual graphic design materials such as infographics, leaflets, and brochures.

**Specific Deliverables**

<table>
<thead>
<tr>
<th>Type of Resource</th>
<th>Details</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme Brochure</td>
<td>The Consultant will develop a programme brochure highlighting the program strategy, Theory of Change, implementation strategy, and importance of the project site. Restless Development will provide the content.</td>
<td>1 x Brochure - 6-8 pages (content &amp; graphical)</td>
</tr>
<tr>
<td>Programme Infographic</td>
<td>The Consultant will develop a graphical presentation of the programme model highlighting the Theory of Change. Restless Development will provide the content.</td>
<td>1 x Programme Infographic</td>
</tr>
<tr>
<td>Programme Leaflet</td>
<td>The Consultant will develop a 2-4 pager leaflet. Restless Development will provide the content and the Consultant will bring this in a condensed format focusing on the key messaging and making it graphical.</td>
<td>1 x Programme Leaflet</td>
</tr>
</tbody>
</table>

Deliverables will be required to be produced in a variety of formats including for digital and print distribution, depending on the needs of the programme.

If and when any of the above services will be required, Restless Development and the consultant will agree on work input, the number of working days necessary and the deadline before the commencement of work. Detailed specifications for each assignment will be given to the selected designer as and when the designer’s services are requested.

For each agreed communication product assigned the consultant will:

- Design and layout the assigned communication product
- Submit the preliminary layouts for discussion with Restless Development
- Revise the selected layout as discussed with Restless Development
- Submit a draft to Restless Development for proofreading (up to rounds of corrections to be covered under the agreement)
- Ensure all corrections have been inserted
- Obtain a final sign off from Restless Development before submitting electronic files to the printer
- Prepare the electronic files for the printer
- Send electronic files to the printer and liaise with the printer during the printing process, receive and mark up the final blueprint with final corrections from Restless Development
- Make final corrections to electronic file
- Create PDF from final electronic file for Restless Development Web posting
- If the project is to be done in multiple languages, same proofreading procedure described above applies.

### Deliverables Timeline

<table>
<thead>
<tr>
<th>Payment</th>
<th>Deliverables</th>
<th>% of payment</th>
<th>Timeline for completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Payment</td>
<td>Upon submission of approved design and plan</td>
<td>15%</td>
<td>1st Feb’23</td>
</tr>
<tr>
<td>2nd Payment</td>
<td>1st draft of Brochure, Infographic, and leaflet</td>
<td>30%</td>
<td>25th Feb’23</td>
</tr>
<tr>
<td>3rd Payment</td>
<td>Final draft of Brochure, Infographic, and leaflet</td>
<td>55%</td>
<td>10th March’23</td>
</tr>
</tbody>
</table>

### Terms and conditions

1. Data Verification

   The Consultant’s appointment will be made based on particulars/documents and representations made by the Consultant relating to his/her/their academic performance and work experience etc. In case any information provided by the Consultant is found to be untrue or false or incorrect, the Consultant’s engagement shall be deemed to be void Initio and shall stand terminated with immediate effect without any notice or Fee in lieu of notice period.

2. Confidentiality

   The Consultant shall not disclose and/or divulge any business secrets, information and facts relating to Student Partnership Worldwide India Project Trust that are acquired or gained while discharging their professional duties (Confidential Information) under this Agreement to any Third Party without the prior written consent of student Partnership Worldwide India Project Trust.

3. Use of final products and contents

   Use of graphics and the content produced as an end result of this consultancy will be the sole property of Restless Development and should not be reproduced in any form written or other without prior written permission from the organisation.

4. Delays

   If the submissions of deliverables are delayed by the Consultant against the stipulated submission timelines, the consultant shall inform the Reporting Officer in writing of the circumstances and probable effects together with the Consultant's proposals for mitigating the delays so caused and the Consultant shall accept Restless Development’s written instructions in respect of such proposals or any amendment thereto.

### ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate personal qualities consistent with our Values.
<table>
<thead>
<tr>
<th>Values</th>
<th>Behaviours</th>
<th>What we expect</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEART</td>
<td>Values-led</td>
<td>Upholds the Restless Values at all times, demonstrating professionalism in their day-to-day work.</td>
</tr>
<tr>
<td></td>
<td>Innovation</td>
<td>Offers creative approaches to improving work. Is open to fresh ideas and adapts to change.</td>
</tr>
<tr>
<td>HEAD</td>
<td>Deliver Quality</td>
<td>Adopts an honest and efficient approach to work. Uses resources responsibly.</td>
</tr>
<tr>
<td></td>
<td>Decision Making</td>
<td>Proposes solutions to challenges and seeks to understand the reasons behind decisions.</td>
</tr>
<tr>
<td>VOICE</td>
<td>Leadership</td>
<td>Actively seeks to develop their leadership skills. Is seen as a leader to beneficiaries and other young people.</td>
</tr>
<tr>
<td></td>
<td>People Development</td>
<td>Is open to feedback and ideas for personal development. Willingly provides constructive feedback to others.</td>
</tr>
<tr>
<td>HANDS</td>
<td>Effective Communication</td>
<td>Actively listens and learns from those around them. Uses effective two-way communication to build rapport and relationships in the community.</td>
</tr>
<tr>
<td></td>
<td>Collaboration</td>
<td>Is an integral team member, contributing to team excellence.</td>
</tr>
</tbody>
</table>

### SKILLS AND EXPERIENCE

#### Corporate Competencies
- Displays cultural, gender, religion, race, nationality, age sensitivity and adaptability.

#### Functional Competencies:
- Excellent graphic design and creative skills
- Proficiency in design software
- Experience in the development of statistics, charts, and social networking
- Internet research skills, ability to handle and interpret data
- Good writing skills
- Be creative and proactive
- Desire to work with and gain the confidence and respect of people with a different language, national and cultural backgrounds.
- Respect for the principles of the United Nations Charter and the Restless Development Statement of Purpose
Ability to respect timeframes and meet deadlines

Language Requirements:
- Written and spoken proficiency in English.
- Fluency in Hindi

Education:
- Bachelor's Degree in graphic design or any other related qualifications including art and design.

Experience:
- At least 5 years of work experience in graphic design.
- Strong theoretical and practical background in graphic design, including the use of design software such as Adobe Design Premium, In-Design, CorelDraw, or similar; At least 3 examples of previous works to be listed
- Proven experience in graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and colour management; At least 3 examples of previous works should be demonstrated

Restless Development is an Equal Opportunities employer and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

KEY DATES

Interested candidates are to mail the below details to jobs.india@restlessdevelopment.org by 5th January 2023.

- Full Name
- Location
- Resume - highlighting the illustration projects undertaken to date
- Design portfolio

Interviews will take place on a rolling basis. The expected start date for this position is the end of January 2023 or before. As we expect a high number of candidates applying for this role, we'll only be able to revert to shortlisted candidates. For any queries, write to soumya@restlessdevelopment.org