 

# SCOPE OF WORK : Consultancy to Finalized CCCRN Standard Operating Procedures Manual for Integrated Child Health and Social Service Award Lot 1

**Location: Virtual/Uyo, Akwa Ibom State**

**Duration: 10 days**

**Job: Content Reviewer (1) and Graphic Designer (1)**

# 1.0 Background /Rationale

Integrated Child Health and Social Service Award (ICHSSA) is a - five year, USAID – funded project designed to reduce the impact of Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (HIV/AIDS) on orphans and vulnerable children (OVC) in Akwa Ibom and Cross River states respectively. The project is scaling up to include Bayelsa State from October, 2021. ICHSSA1 is implemented by Center for Clinical Care and Clinical Research Nigeria (CCCRN) in partnership with Catholic Relief Services (CRS), alongside other local resource experts. The ICHSSA will ensure that OVC are cared for and protected by their households, communities, local and state governments to reduce their vulnerability to HIV. The project will also ensure that communities promote child and family friendly, gender and HIV sensitive cultural norms and practices.

ICHSSA 1 is seeking the services of a highly qualified book content reviewer consultant to review and presents the content and structure of the ICHSSA 1 SOP manual as objectively as possible highlighting key elements of the work. We are also looking to hire a Graphic Designer that can create engaging and brand-compliant designs for the proposed ICHSSA 1 Standard Operating Procedure.

# 2.0 Task Objective

The objective of this assignment is to review and design ICHSSA 1 program SOPs in a way that creatively presents the content and structure of the project’ thematic areas OVC service guidance as a manual for use by staff and sub-grantees organizations.

# 3.0 Scope of Work/Responsibilities

**Content Reviewer:**

* Review the SOP manuscripts into finished manual
* Format the font size, style, paragraph indentations, chapter headings and spacing
* Decide the manual cover, title and subtitles.
* Indicate clear table of content
* Write a brief description of the manual including introduction to the main points of the body in the manual.
* Determining scientific merit, originality, and scope of the work; indicating ways to improve it; and, if requested, recommending acceptance or rejection using whatever rating scale the editor deems most useful
* Ensuring that the article cites all relevant work by other scientists
* Use and or summarize/paraphrase quotations from the manuscript’s sub-themes.
* Keep all SOP included in the manuscript in its own section.
* Handle all editing and professional narration used in the document
* Submit final SOP to the ICHSSA 1 Technical Management Team for review and approval
* Incorporate comments and feedback on the final copy and resubmit for final approval by SMT.
* Complying with the editor’s written instructions on the manual’s expectations for the scope, content, and quality of the review
* Providing a thoughtful, fair, constructive, and informative critique of the submitted work, including supplementary material provided to the manual by the program staffs
* Noting any ethical concerns, such as any violation of accepted norms substantial similarity between the reviewed manuscript and any published paper or any manuscript concurrently submitted to another manual that may be known to the reviewer

**Graphic Designer:**

The incumbent will be required to execute the following:

* Engage in the entire process of defining requirements, visualizing, and creating graphics including illustrations, layouts, and photos.
* Ability to conceptualize and develop manuals and, product packaging.
* Ability to conceptualize visuals based on requirements
* Develop images and layouts by hand or using design software
* Art direction and photo editing
* Prepare rough drafts and present ideas
* Develop illustrations, identities, and other designs using software or by hand
* Ensure final graphics and layouts are visually appealing and on-brand
* Quality control – review materials for errors and ensure brand consistency

# 4.0 Language

The manual will be prepared in English

# 5.0 Timeline

The SOP review will require a period of 10 days including weekends and public holidays, executed within a period Nov 1st – 31st, 2021.

# 6.0 Work Schedule

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| --- | --- | --- | --- |
| **Milestones** | **Tasks** | **Deliverable** | **Number of Days** |
| **Content Reviewer** | | | |
| M.1 | * Attend inception meeting to clarify assignment * Suggest content guide/structure for a Standard SOP * Share preliminary draft of proposed implementation plan * Professional editing, review and share first draft SOP - Formatting: font size, style, paragraph indentations, chapter headings and spacing; | Manual Content structure/guide  First review manual | 6 days |
| M.2 | * Submit final manual based on feedback from the first draft * Share and develop catalogs of potential graphic representation and citations | Final reviewed manual  Catalogs of graphic representation and important citations  Consultancy Report | 4 days |
|  | **TOTAL NUMBER OF WORKING DAYS** |  | **10 days** |
| **Graphic Designer** | | | |
| M.1 | * Develop manual cover, title and subtitles/frame * Submit first draft of manual with graphic designs * Attend joint design and review meeting to solicit feedback on draft designed manual | Design structure  First manual design (draft) | 6 days |
| M.2 | * Incorporate comments and feedback on the final copy and resubmit for final manual | Final Manual  Consultancy Report | 4 day |
|  | **TOTAL NUMBER OF WORKING DAYS** |  | **10 days** |

# 7.0 Payment Schedule

|  |  |  |
| --- | --- | --- |
| **Task** | **Deliverables** | **Percentage Payment** |
| **Content Review** | | |
| Completion of Milestone 1 | Manual Content structure/guide  First review manual | 40% |
| Completion of Milestone 2 | Final reviewed manual  Catalogs of graphic representation and important citations  Consultancy Report | 60% |
| **Graphic Designer** | | |
| Completion of Milestone 1 | Design structure  First manual design (draft) | 30% |
| Completion of Milestone 2 | Final Manual  Consultancy Report | 10% |

# 8.0 Supervision

The consultant will be supervised by the CLA Advisor.

# 9.0 Experience Required

*Content Reviewer:*

* The content review must possess a minimum of Master’s Degree,
* Content review should have at least 5 years of professional experience in educational and scholastic materials review; professional experience in journal reviews in non-profits, academic or institutional research projects
* Demonstrated ability in book editing, formatting and creative writing
* Demonstrated experience in book reviews (a minimum of 5 years)
* Excellent working knowledge of English

*Graphic Reviewer:*

* A Bachelor degree for the Graphic Designer
* Minimum of 2 years’ experience in a similar role
* Software Requirements: Adobe Creative Cloud (InDesign, Illustrator, and Photoshop); In-depth knowledge of the use of Microsoft Word & PowerPoint.

**Competencies**

* Demonstrates competency in quality book content review skills.
* Demonstrates competency in MS Word, formatting, editing, etc.
* Has excellent communication skills.
* Has ability to works under the pressure.
* Monitors own work to ensure quality; and
* Has ability to express ideas clearly and persuasively.

**Application Closing Date**  
23th October, 2021 Midnight

**How to Apply**  
Interested and qualified candidates are encouraged to email their CV / Resume and Sample of previous work to: [**cccrncareers@gmail.com**](mailto:cccrncareers@gmail.com). using the "Job title" as the subject of the email.