Terms of Reference: Freelance creatives – editors, graphic designers and web designers

Location: Home-based  
Duration: As required. If selected, you will join a pool of suppliers available to quote on specific projects across 2021-22.

Summary: Ground Truth Solutions is looking to assemble a pool of freelance editors (copy, content and structural), graphic and web designers whose services we can utilise on a per project basis as required.

About Ground Truth Solutions

Our mission is to ensure that people affected by crises have a say in humanitarian action, from individual aid projects to global humanitarian reform. To achieve this, we collect feedback from people at the receiving end of aid. We challenge and support aid agencies to use this feedback to optimise their work. We help agencies to understand and communicate the resulting insight back to affected communities. We work with policymakers, governments, and aid agencies to bring change to the humanitarian, health and environmental sectors.

What we are looking for

We are assembling a pool of suppliers to support our communications activities in the following areas:

1) Editors: We are looking for editors who can provide editorial services in either or both copy editing and structural revisions to help us ensure consistent tone and voice and quality across our written products

2) Graphic designers: We are looking for creative designers with expertise in data representation to help us design and typeset our reports (sometimes, but not always, using a template)

3) Web and data designers: We are looking for creative web designers with expertise in online data visualisation, scrollytelling and other creative narrative techniques.

More information

- Freelancers are welcome to apply for this opportunity to be pre-approved for one or more of these communications disciplines.
- If selected, you will join a pool of suppliers and be invited to provide a simple quote for specific projects with an immediate start, up until the end of 2022.
This is not a guarantee of regular work. Successful candidates will be called upon on an if/as-needed basis.

**You must have**

- Proven technical skills and a portfolio of work commensurate to the role
- A degree in a relevant field (journalism, communications, professional writing, international development, design, web design) and/or equivalent experience.
- Fluency in English. Proficiency in French would be highly valued.
- We will be evaluating all submissions from 16 February 2021 and notifying successful applicants shortly thereafter.

**How to submit your proposal**

Please submit your proposal (CV and/or overview of your team, short cover letter (max one page) outlining which discipline/s you would like to be considered for, what you bring to GTS and your approximate hourly/day rate), and an abridged portfolio or your 3 best examples of previous work to Meg, hr@groundtruthsolutions.org with the subject “Supplier pool - application” by 15 Feb 2021. Please note that only PDF files will be considered, to protect ourselves from malware.