

## **Terms of Reference**

**for**

### **Graphic Design and Printing Services**

#### **I. Purpose**

Balkan Green Foundation (BGF) in cooperation with Institute for Development Policy (INDEP), are implementing a three-year project 'Empower – Engage – Build Ownership' supported by the EU Office in Kosovo. The project objective is to enable Kosovo's civil society sector to fulfill its role in the democratic environment by acting as independent interlocutors, monitoring public institutions, increasing accountability and transparency in policy development and decision-making processes regarding concerns of communities and civil society groups in the area of environment preservation, green energy and sustainable economic growth.

As part of this project, there will be implementing several activities which need to be to be branded with high quality design materials to promote the activities of the project. Thus, we are looking for an expert/company which will be producing original/graphic design materials (in accordance with EU visibility criteria).

#### **II. Description of assignment**

Production of original/high quality graphic design materials to promote activities and disseminate the work of 'Empower – Engage – Build Ownership' action.

Specifically:

- Design the logo of the project;
- Original illustrations/graphic designs for business cards, letterhead and for project handouts: brochures, leaflets, posters and other communication/visibility materials for projects activities.
- Graphic design/layouts for web posts, reports, fact sheets, banners and folders among others;
- Printing packages (all layout and design files, including pre-press for the printing material and web-versions) for publications and other communication products, such as reports, brochures, handbooks, leaflets, charts, photographs, posters, folders, etc.;



### **III. Duration**

The contract will be effective from date of signing until the end termination of the project (end of 2020) - based on satisfactory performance.

### **IV. Roles and responsibilities**

The expert/company will have the following key responsibilities:

- Be responsive to the needs of project partners and work closely with the Project Coordinator;
- Respect deadlines;
- Incorporate all suggestions by project partners or in the alternative, have all the suggestions initially approved by Project Coordinator;
- In the preparation and deliverance of the material, respect expected standard quality,

The contracting company, in this case BGF, shall have the following responsibilities:

- Provide comment and approve designs;
- Provide support to the expert/company that would permit the company to access documents shall it be necessary throughout the preparation of the designs;
- Ensure that comments given are fully incorporated in the final output;
- Hold the expert/company accountable to the agreed terms.

### **V. Methodology**

In the preparation of all materials of the activities, the selected expert/company has to consult closely with the project team.

- The expert is expected to work in close consultation with the Project Coordinator and team at BGF and INDEP,
- Direct or Skype meetings with the Project Coordinator will be necessary to agree on deliverables. Actual materials to be delivered may be worked on at the location of the expert's choice and delivered via email,
- Copyright and ownership - All materials produced and other intellectual property will be solely owned by BGF. Any material provided to the expert will remain the property of BGF.

### **VI. Competencies of the organization**

The interested parties should meet the following criteria:

- Have an expertise in designing and printing for a minimum of 3 (three) years



- Be a registered business in Kosovo (If company)
- Possess a proven Track Record and be able to present a portfolio of previous work.

#### **VII. How to apply**

The interested expert/company should submit the offer and other relevant documents to Balkan Green Foundation through one of the following means:

1. Send the offer to the address: [info@balkangreenfoundation.org](mailto:info@balkangreenfoundation.org), specifying in the subject line 'Graphic Design and Printing Services'.

or,

2. Submit a hard copy offer in a sealed envelope at our office in the address: Street Edith Durham, Avalla Building 1, No. 24, Prishtinë, 10000, Kosovë.
- 3.

The deadline for submitting the offer (prices per unit) is on **08 March 2018, COB**.

