

Request for Offer

Design, art direction, layout and project management

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite consultants to submit an offer for the provision of the services described below as per requirements set out in this request for offer.

The Geneva International Centre for Humanitarian Demining (GICHD) works towards reducing risk to communities caused by explosive ordnance, with a focus on landmines, cluster munitions and ammunition stockpiles. The Centre helps develop and professionalise the sector for the benefit of its partners: National and local authorities, donors, the United Nations, other international and regional organisations, non-governmental organisations, commercial companies and academia. It does so by combining four lines of service: field support focused on advice and training, multilateral work focused on norms and standards, research and development focused on cutting-edge solutions, and facilitating dialogue and cooperation.

Collectively, our advisors support around 40 affected states and territories every year, while working very closely with partner organisations to achieve our goals. This work is made possible by core contributions, project funding and in-kind support from 30 governments and organisations. The GICHD stays flexible in its response to needs and to changes in its working context. The GICHD is a Swiss foundation and benefits from its location in Maison de la Paix in Geneva to cooperate closely with organisations dedicated to humanitarian action development, disarmament, peace and security.

Reference number: RFO/2024/KLT/01

Posting date: 25.07.2024

Deadline for submission of the Request for offer form: 05.08.2024, 23.59 Geneva Time.

Currency: The proposal and quotation shall be presented in Swiss Francs (CHF), EUR or GBP.

Language: The proposal and quotation shall be submitted in English.

Submit to: consultants@gichd.org

Scope of work

The selected consultant will support the GICHD Communications team by providing design support and art direction with various communications materials over a period of 12 months with the following scope:

1. Multi-language support:

The selected consultant should be able to support designing publications and other communications materials in French, English, Spanish.

2. Corporate Identity:

All design produced by the selected consultant should be consistent with the GICHD's corporate identity.

3. Design process:

The selected consultant will suggest design options when starting a project. He/she will then be available for design edits rounds requested by the Communications team. He/she will make suggestions on design depending on the type of content drafted by the GICHD ensuring a consistent professional, serious, clean branding.

4. Gender equality and inclusion

The GICHD is committed to creating inclusive and accessible communications materials. The selected consultant is expected to demonstrate how they will:

- Enhance the communications materials in a way that is accessible for an audience with disabilities and different types of impairments.
- Adjust materials, methods and media to ensure they are gender and diversity inclusive.

Service provider qualifications

The prospective provider will be required to have the following qualifications and skills:

- Proven experience in designing reports in the field of corporate communication (annual report, branding)
- Proven experience in designing logos, icons, infographics and other branded materials
- Proven experience in creating style guide and brand development
- Good understanding of GICHD's style guide
- Knowledge of Adobe Acrobat, InDesign and Photoshop
- Good project management skills and ability to deliver within tight timeframes
- Excellent professional knowledge of English
- A proven track record of implementing similar projects to those outlined in the scope of work, reflected in the company profile.
- Familiarity with disability friendly design to ensure that the content and design are gender and diversity inclusive.
- Experience in or working with the non-profit, humanitarian or development sectors, ideally mine action.

Delivery dates of the services

Activities under this project are expected to commence in August 2024, for a period of 12 months, with a possibility for renewal.

It is not envisaged that the selected consultant will work full-time, but he/she should have time to support the Communications team on a flexible basis, especially in busy periods: in March-June and October-December.

Each design project will be decided between the Communications team and the selected consultant on an ad hoc basis. Each time a design project will start, the Communications team will reach out to the selected consultant to discuss availability for the specific project. If the selected consultant is available to support, he/she and the Communications team will decide of each deadline at the start of each project. The selected consultant must be available to reach all milestones within deadlines to be agreed for each project.

Estimated workdays to deliver the services

The selected consultant should be available for a minimum of 130 hours over a 12-month period, after signature of the contract by both parties.

Pricing/fees

The selected consultant will present a quote at the beginning of each project, describing tasks, number of hours required to complete the project and the hourly rate.

Legal requirement

Interested candidates must provide a guarantee that they are registered as an independent legal consultant if based in Switzerland or the EU. The selected consultant is expected to enter into a contract with the GICHD that is based on the GICHD standard contract template, incorporating a Code of Conduct.

By applying to the tender, the applicant authorizes the GICHD to use their personal information to administer the tender and for internal purpose only. The detailed information will not be passed onto other parties without obtaining the applicant's explicit written consent first.

Location

The task is expected to be conducted remotely.

Proposal submission

All questions for clarification and submission of proposals can be done through email: consultants@gichd.org

The GICHD will accept applications until 05 August 2024, 23.59 Geneva Time.

The consultant shall provide a coherent, organized and clear proposal in response to the request and submit the following elements:

1. Name of individual(s) and their function and address
2. A short portfolio/examples of previous design work with non-profits, humanitarian, or development sectors (3-4 projects).
3. A short text to show the capacity to deliver the specific services within the next 12

months – especially availability in March-June and Oct-December

4. CV of consultant(s)
5. Testimonials/reference(s) from previous client(s). Reference contact details are required.
6. A proof of registration as an independent consultant (if based in Switzerland or the EU)
7. A financial offer specifying the hourly fee, as well as any other estimated professional costs as per the below table.

Services	Days/Units	Rate in CHF/EUR/GBP	Total
Fees			
Hourly fees			
Other costs (estimates)			
Total			

Equipment such as laptops with word processing software are not covered by the GICHD and should be included in the consultant services at no extra cost.

Evaluation of proposals

The evaluation of proposals will consider the following elements:

- The ability to undertake the scope of the work and deliver its outputs
- Competitiveness of the offer
- Previous design experience
- Availability during busy periods

The GICHD may request additional information from the applicants during the selection process and may request to receive references from other clients of the applicants.