Terms of Reference - GRAPHIC DESIGNER For NRC Annual Report 2022

**1- Objective:**

NRC Sudan is looking for a graphic designer to design 30 pages of the Annual report for the year 2022.

**2- Scope of Work:**

* Provide advice on design style, format, print production and timescales.
* Conceptualize visuals based on requirements.
* Present rough drafts and present ideas to NRC focal point.
* Develop illustrations, icons, maps, charts and other designs for the 25 to 30 pages.
* Adhere to NRC identity requirements and rules.
* Produce functional electronic and print versions
* Amend designs after feedback.
* Ensure final graphics and layouts are visually appealing, reader-friendly and on-brand.

**English and Arabic version**

* The designer is expected to deliver
  + Fully designed English version of the report
  + If the designer does not speak Arabic, the designer should provide the In-Design file (or any other format) of the design template, adjusted from right to left, with dummy text

**3. Technical specificities (estimates)**

* 30 pages of the Annual report
  + 1 map
  + 2 infographic pages
    - 1 with icons portraying our work and achievement
    - 1 with 5 graphs for financial reporting

**4. Expected Timeline**

* Estimated submission date for English version: 10th January 2023
* Expected date of delivery: 20th January 2023
* Estimate submission date for Arabic version: 30th January 2023
* Expected date of delivery for Arabic version:

**5. NRC Duties**

* Initial briefing and clarification of the scope of work
* Contents of the product, i.e. text and photography
* Identity/ Branding rules (logos, color scheme, typeface, guidelines)
* NRC will regularly review drafts of design and layout and revert back with feedback.

**6. Qualifications:**

* Graphic designer should be registered.
* Graphic designer should be able to provide proof of relevant taxation registration.
* Fluency in Arabic is advantage

**7. Procurement process**

**Interested candidates should**

1. Provide a quotation for the above work, detailing:

* Estimated Cost (per unit or per hour of work)
  + Breakdown per publication
    - Cost for the English Version
    - Cost for the Full Arabic Version
    - Or cost for the Arabic Template
* Expected timelines for completion
* For international providers, quotations in EU, GB, NOK preferred. Quotes in USD are accepted.
* For Sudanese providers, quotation in USD preferred**.**

1. Provide examples (at least 2) of past works (publications only)