Terms of Reference for a Graphics Designer for the City Promises book of Pasig (Philippines) and Hanoi (Vietnam)

Ambitious City Promises project
As of 17 June 2021

1. About the Ambitious City Promises project

The Ambitious City Promises: Commitments for low-carbon urban development in Southeast Asian large cities is a 3.5-year international project being implemented by ICLEI – Local Governments for Sustainability with support from the International Climate Initiative (IKI) of the German Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU).

The project aims to support selected large cities in Indonesia, the Philippines and Vietnam to establish strong greenhouse gas (GHG) reduction commitments, local climate action plans directed by concrete targets, enhanced multi-stakeholder engagement and integrated strategies. "City Promises" (city's Local Climate Change Action Plan) shall be developed in three model cities and their implementation shall be outlined and initiated. Throughout the project period, each local government will design locally-appropriate targets and action plans on the basis of their development framework and priorities.

In line with these City Promises, the project seeks to hire the services of a **Graphics Designer** who will layout the Local Climate Change Action Plan for Pasig City, Philippines and Hanoi City, Vietnam in accordance with the branding standards of the Ambitious City Promises project and ICLEI. Specifically, the City Promises documents will be transformed into books ready for digital and traditional publication; one in English for Pasig, and one in English and one in Vietnamese for Hanoi.

Supported by:
Federal Ministry for the Environment, Nature Conservation and Nuclear Safety
based on a decision of the German Bundestag
Implemented by:
ICLEI Local Governments for Sustainability

2. Terms of Reference for the Service Provider

The project requires the services of a **Graphics Designer** to develop and finalize the layout of City Promise documents in accordance with the branding standards of the Ambitious City Promises project and ICLEI. The selected service provider will be given the City Promise documents in PDF and Word formats, totaling around 250-300 pages for the entire project.

The scope of work is as follows:

2.1 Scope of work

The following activities will need to be undertaken in order to help meet the objectives of the project.

1. Layout and design Pasig City, Philippines' City Promise document	a. Work on the layout and design of the Pasig City Promise document into a file ready for both digital and traditional publication. b. Paginate, layout texts and images, select pull quotes, and provide appropriate, copyright-free images for the document's sections. c. Recreate low-resolution graphics and tables as needed. d. Be guided by the ICLEI City Promise template in the typeface, color, font sizes, and other stylistic elements to be used for the layout. e. Submit drafts to the ICLEI Communications Officer for review. f. Revise and finalize the layout based on comments on drafts in a timely manner. g. Turnover the PDF and Adobe InDesign files of the final and approved layout/draft, as well as the digital assets (photos, graphs, images, tables, etc.) with an undertaking that all related files from the Graphic Designer's storage have been deleted. h. Coordinate closely with the ICLEI SEAS Communications Officer to ensure proper and timely deliverable of the project.

	i. Complete reports and submit documents related to administrative and financial documents as required in the project implementation by ICLEI SEAS.
2. Layout and design Hanoi City, Vietnam's City Promise document (English)	a. Work on the layout and design of the Hanoi City Promise document into a file ready for both digital and traditional publication. b. Paginate, layout texts and images, select pull quotes, and provide appropriate, copyright-free images for the document's sections. c. Recreate low-resolution graphics and tables as needed. d. Be guided by the ICLEI City Promise template in the typeface, color, font sizes, and other stylistic elements to be used for the layout. e. Submit drafts to the ICLEI Communications Officer for review. f. Revise and finalize the layout based on comments on drafts in a timely manner. g. Turnover the PDF and Adobe InDesign files of the final and approved layout/draft, as well as the digital assets (photos, graphs, images, tables, etc.) with an undertaking that all related files from the Graphic Designer's storage have been deleted. h. Coordinate closely with the ICLEI SEAS Communications Officer to ensure proper and timely deliverable of the project. i. Complete reports and submit documents related to administrative and financial documents as required in the project implementation by ICLEI SEAS.

3. Layout and design Hanoi City, Vietnam's City Promise document (Vietnamese)	a. Work on the layout and design the Hanoi City Promise document into a file ready for both digital and traditional publication. b. Paginate, layout texts and images, select pull quotes, and provide appropriate, copyright-free images for the document's sections. c. Recreate low-resolution graphics and tables as needed. d. Be guided by the ICLEI City Promise template in the typeface, color, font sizes, and other stylistic elements to be used for the layout. e. Submit drafts to the ICLEI Communications Officer for review. f. Revise and finalize the layout based on comments on drafts in a timely manner. g. Turnover the PDF and Adobe InDesign files of the final and approved layout/draft, as well as the digital assets (photos, graphs, images, tables, etc.) with an undertaking that all related files from the Graphic Designer's storage have been deleted. h. Coordinate closely with the ICLEI SEAS Communications Officer to ensure proper and timely deliverable of the project. i. Complete reports and submit documents related to administrative and financial documents as required in the project implementation by ICLEI SEAS.

2.2 Deliverables and timeframes

The **Graphics Designer and ICLEI** shall discuss the timeline on the delivery of the following expected outputs:

a. First Draft of Pasig City and Hanoi City (English) Promise Documents
b. First Draft of Hanoi City (Vietnamese) Promise Document
c. Final Draft of Pasig City and Hanoi City (English) Promise Documents
d. Final Draft of Hanoi City (Vietnamese) Promise Document

2.3 Payment Schedule

The overall cost of the contract will be released in tranches, based on the completion of the following major project milestones:

Milestone	**Payment Tranche**
Upon submission and approval of the First Draft of Pasig City and Hanoi City (English) Promise Documents	30% of total contract price
Upon submission and approval of the First Draft of Hanoi City (Vietnamese) Promise Document	20% of total contract price
Upon submission and approval of the Final Draft and Turnover for Pasig City and Hanoi City (English) Promise Documents	30% of total contract price
Upon submission and approval of the Final Draft and Turnover for Hanoi City (Vietnamese) Promise Document	20% of total contract price
Total	**100%**

3. Service provider requirements

The successful service provider must provide evidence of:

- Knowledge and expertise with Adobe Creative Cloud products, especially Adobe InDesign, Adobe Illustrator, and Adobe Photoshop
- Proven outputs in layout and graphic design
- Ability to work quickly and with minimal supervision
- Creative initiative while adhering to branding guidelines

4. Reporting requirements and management

- The **Graphics Designe**r will report to Mr. Chris Noel Hidalgo, ICLEI Southeast Asia Secretariat Communications Officer.
- Regular meetings/calls to report on progress on specific tasks and deliverables will be required.
- Payment of the service provider will be contingent on the timely submissions of deliverables listed in this term of references.

5. Requirements for the proposal

The following information must be provided in the proposal:

- A quote with a budget corresponding with the required deliverables. The quotation can be a lump sum for the entire project or per page based on the original City Promise documents to be sent upon employment of the service provider.
- A detailed CV.
- Sample layout and graphics design works.

The service provider may not subcontract other parties to assist them.

6. Closing date for submission of proposals

Kindly submit your proposal and supporting documents via e-mail to Mr. Chris Noel Hidalgo at ***chris.hidalgo@iclei.org*** before 4:00 PM (Philippine Time) on 18 June 2021. For any queries related to submission, please contact the e-mail address above. The **Graphics Designer** is expected to commence work as soon as possible.