



Catholic Relief Services-USCCB Rwanda Program
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**CATHOLIC RELIEF SERVICES
UNITED STATES CATHOLIC CONFERENCE OF BISHOPS**

**TENDER FOR GRAPHIC DESIGN SERVICES - An Individual Graphic Design and
Illustration Consultant**

Title of the Tender: Graphic design services - an individual graphic design and illustration consultant

Tender Reference Number: CRS-Rwanda 032- FY24-TN/2024

Procurement Method: National Open Competitive Bidding

Issue Date: July 31st,2024.

Date of Submission: August 13th,2024.

TENDER NOTICE

Graphic design Services - an individual graphic design and illustration consultant

CRS-Rwanda 032- FY24-TN/2024

1. BACKGROUND

a. Context and background

Catholic Relief Services (CRS) is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, regardless of race, religion, or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding. Visit www.crs.org

CRS in Rwanda works to support the development of healthy, empowered, and prosperous communities by combining various interventions in nutrition, agriculture, economic strengthening, early Childhood Development, and youth empowerment. The primary goal is to ensure that the most vulnerable families achieve integral human development where individuals reach their full potential in an atmosphere of peace and human dignity. CRS has maintained a presence in Rwanda since 1960 and currently working with 12 partners across Rwanda.

2. Objective of the Assignment

The purpose of the current tender notice is to seek a consultant to creatively design, layout, and prepare the appropriate layout/design of CRS printings (i.e. Books, manuals, guidelines, reports, newspaper, multicolor infographics, original illustrations, etc.) as well as design other necessary digital media including social media banners, create posters and other communication and marketing materials for CRS Rwanda.

The Graphic Designer will work in close coordination with the requester (CRS technical staff) under the supervision of the Communications Manager to creatively design, and provide final softcopy ready-to-print file for the printings including but not limited to:

1. Design Books/manuals/reports/guidelines etc.
2. Posters, Web banners, banners
3. Booklets and newsletter
4. Multi-color original illustration
5. Multi-color infographics
6. Intervention Maps
7. Folder, Flex, Flyers, Invitation cards etc.

In addition, the graphic designer will:

- Ensure the quality printing of the designed materials.

- Propose innovative ideas and present the layout idea to CRS, incorporate feedback, and then design and layout the documents based on the agreed mock-up
- Ensure the contents are well designed by creatively combining elements such as shapes, colors, typography, and images to creatively convey content to the audience. All designs will follow the CRS branding guidelines.
- Discussing the need for illustrations with the technical team and developing digital illustrations as needed.

3. Duration and working schedule.

The graphic designer/ illustrator will operate on an 'as needed' basis retainer contract, paid on an hourly or a daily rate where one workday would be approximated to 8 hours of work. The contract length will be one year, with an initial trial period of three months.

4. Delivery

Final files will be delivered via email and/or Google Drive/WeTransfer, in both PDF and InDesign formats including all the raw images used.

The consultant will be responsible for finding at his/her own cost the tools and equipment to use including but not limited to computers, graphic design software, drawing boards, etc.

Final files will be produced in digital versions, and the final designs and raw files will be shared by the consultant.

Graphic design work, illustration, and layouts are expected to be completed on time. The exact timeline will depend on the complexity and length of the document to design or illustrations to make. The timeline will be discussed with the consultant supervisor.

5. Required expertise and qualifications.

5.1. Education

Bachelor's degree in digital art, graphic design, creative design, or related arts field

5.2. Experience/skills

- At least 3 proven years of experience in graphic design, and illustration
- Demonstrated experience in the layout and management of long-form reports, manuals, and publications.
- Full proficiency in Adobe Creative Suite, including as a minimum InDesign, Illustrator, and Photoshop (or a similar photo editing program)
- Excellent interpersonal skills and flexible attitude
- Experience in Developing digital drawings and illustrations.
- Fluency in English and Kinyarwanda
- High analytical skills

5.3. Others

A digital portfolio of work samples, containing a minimum of 3 long-form reports or manuals designed and laid out by the applicant, Samples of illustrations produced by the applicant, and other graphic design work.

6. Branding guide

All the materials to be produced will follow the CRS and specific donor branding guidelines. Brand guidelines, art direction, and photography will be provided by the CRS.

7. SUBMISSION OF APPLICATION

Interested candidates are requested to submit an electronic application no later than the **August 13th, 2024**.

7.1.Submission package

7.1.1. Technical Document

1. Cover letter.
2. Applicant Curriculum Vitae highlighting the experience and qualifications of the applicant in graphic design and illustrations.
3. A sample portfolio (online) consisting of a selection of design materials including reports, manuals, posters, magazines etc. as well as illustrations to showcase his/her qualifications in relation to graphic design and illustration.
4. Academic certificate(s) showing the educational qualification of the applicant in relation to the current consultancy.
5. Three recommendations for similar services detailing the offered services from reputable organizations especially INGOs. (which show the email address and telephone number).

7.1.2. Financial Document

The financial proposal must include taxes equipment costs, administrative, communication or any other necessary cost not specified in this tender notice, as well as specify:

1. A daily rate
2. An hourly rate
3. The financial proposal should be in Rwanda Francs (Rwf).
4. Offer must include and specify applicable tax

7.1.3. Administrative Documents

1. VAT and Valid Tax clearance certificates (If available)
2. Bid validity period should be 90 days.
3. Bids should be signed by an authorized company representative

N.B:

- For your reference, we have annexed to this tender the supplier's code of conduct that the successful bidder will be required to sign together with the contract for the successful bidder.

a. CRS Contact Information:


Address:	Catholic Relief Services Chadel house 3 rd floor in Nyarugenge District P.O.Box 65 Kigali-Rwanda
Attention to:	CRS Rwanda Procurement Team.
Email address:	rwandabids@crs.org


b. Application Procedures

Interested bidders are encouraged to send their applications to rwandabids@crs.org no later than **August 13th,2024 at 11:00 a.m** Kigali time. The title of the email must include: **“EOI for individual graphic designer/Illustration consultant”** and the application should be combined in one (1) document in **PDF format**. A late submission will not be considered.

All bidders are advised that this tender does not constitute in any way a commitment on the part of CRS or its agents, for any service requested.

Done at Kigali, on July 31st, 2024.


Hans Fly
Country representative



ANNEX

SUPPLIER / SERVICE PROVIDER CODE OF CONDUCT

Catholic Relief Services (CRS) has committed to the principles of responsible sourcing and we expect our suppliers and service providers to fully follow the applicable contractual obligations to include CRS terms & conditions, local and relevant/otherwise applicable laws and to adhere to internationally recognized environmental, social, and corporate governance standards. We also expect our suppliers to implement these standards with their suppliers and subcontractors, as inspired by the United Nations Global Compact initiative, the United Nations Guiding Principles and Human Rights, the International Labour Organization's Declaration on Fundamental Principles and Rights at Work, ETI Base Code, and applicable CRS' Policies, Procedures and Standards.

1) SOCIAL

- Prohibit all forms of harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.¹ All sexual activity with a child, defined as person under the age of 18 years, is considered sexual abuse regardless of local age of consent.
- Have mechanisms in place to actively prevent, address, and respond to harassment, sexual harassment, exploitation, and abuse, including sexual exploitation and abuse, and trafficking in persons.
- Support the protection of internationally proclaimed human rights and prohibit forced, bonded, and involuntary labor and child labor.
- Do not recruit or employ children under the age of 15 years. Do not recruit or employ children under 18 years for work that is mentally or physically dangerous or interferes with schooling.
- Treat employees with dignity and respect and supply a workplace that is safe and hygienic, complies with national laws, and is free from discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.
- Provide accessible and confidential reporting mechanisms for employees and other stakeholders to report concerns or suspicions of any forms of harassment, abuse and exploitation described above and potentially unlawful practices by management or employees.
- Commit to protecting reporters or whistleblowers from retaliation.
- Uphold the freedom of association and the right to collective bargaining as set out within applicable laws.
- Ensure wages and working hours meet national legal standards.

2) GOVERNANCE

- Abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.
- Consider business integrity as the basis of business relationships.
- Prohibit all types of bribery, corruption, money laundering and terrorism financing.
- Forbid gifts to private or public officials that aim to influence business decisions or otherwise

encourage them to act contrary to their obligations.

- Respect the privacy and confidential information of all your employees and business partners as well as protect data and intellectual property from misuse.
- Have data protection and managements standards in place that address data collection, safeguarding, sanitation and disposal. The data owner is aware of the data provision terms and conditions and supplies consent as per [CRS Responsible Data Values and Principles](#)
- Implement a proper Compliance Management policy and procedure, which facilitate compliance with applicable laws, regulations, and standards.
- Follow all applicable environmental, health and safety regulations.
- Promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.
- Ensure by using proper management policies and procedures that product quality and safety meet the applicable requirements.
- Protect your employees' and neighbors' life and health, as well as the public at large against hazards inherent in your processes and products.
- Use resources efficiently. apply energy-efficient and environmentally friendly technologies and reduce waste, as well as emissions to air, water, and soil.

Because CRS is a recipient of numerous grants or contracts provided by governmental, public, and private donors, all suppliers and service providers are hereby notified that other donor-specific compliance measures may be included in the legal instrument through which goods or services are procured.

CRS reserves the right to conduct due diligence audits or assessments to ensure your compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns. CRS reserves the right to terminate any relationship for non-adherence to the abovementioned requirements.

Should you have any concerns or suspicions of any forms of harassment, abuse and exploitation described above and in CRS' Safeguarding Policy, illegal or improper conduct, CRS requires you to report through any of the following channels:

- CRS Management
- CRS Whistleblower site: <http://bit.ly/crshotline>
- Email: alert@crs.org
- Phone/Skype: 1-866-295-2632
- Toll free for CRS Rwanda : 8007
- Mail: (mark "Confidential")
Attention: General Counsel
Catholic Relief Services
228 W. Lexington Street
Baltimore, MD 21201

Ensuring the principles of sustainable development in our supply chain is important to CRS. We hope that as our partner you show your commitment via compliance with your own code of conduct or company policies that embrace these standards.

In accepting business from CRS in the form of a purchase order, contract, or agreement, you are implicitly accepting your organization's roles and responsibilities outlined in this document.

Date: _____