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Request of the expression of interest for Individual Consultancy services

The TB Europe Coalition ("TBEC"), non-profit foundation registered in the Netherlands, is pleased to announce a call for expression of interest ***for designers (inclusion to pool of designers)*** in the framework of the implementation of the current TBEC projects.

Objective of the assignment:

Designer will assist the TBEC Secretariat Office with all graphic design responsibilities including layout, photography and design assignments, particularly for the materials developed in the framework of TBEC projects.

Background and context

In the framework of the implementation of current TBEC projects a large number of project materials and program documents have been developed. Given documents should be shared among the project partners and other interested parties and in turn needed design and layout. Also, to highlight the organization's activities on online resources, the support of a professional designer is also highly required.

To ensure the high quality of provided services, as well as the sustainability of the provision of design services, TBEC forms a pool of designers. The pool of designers will allow TBEC to work with experienced and highly qualified consultants, and if one of the designer will perform other assignment, contact the next one from the pool, which will ensure the continuity of program activities. The presence of a designer in the pool does not oblige him to prioritize TBEC tasks in comparison with other tasks not related to TBEC activity, until the moment of taking on an obligation to complete them within the agreed timeframe. Also, the designer has the right to refuse to perform the TBEC task, provided that no obligations were taken to complete it. From the other hand, TBEC bear no liability to award an assignment a) every time to the same designer; b) if there will be no need in it.

The scope of work:

Under the guidance and direct supervision of the TBEC team, the Designer will undertake the following duties and responsibilities:

- Design and development layout of various advertising and information materials within the framework of projects implemented by TBEC: informational handouts (leaflets, booklets), multi-page brochures, illustrations for social networks and a website, design of corporate materials (presentations, banners for events, stationery, screensavers), advertising materials (outdoor advertising, layouts for the media), etc.
- Offer creative and innovative ideas, as well as optimal technical solutions for creating layouts of materials for further distribution through online (website, social networks, etc.) and offline (printed materials, outdoor advertising, etc.) channels.
- Development and updating of corporate document templates (Word, PowerPoint, etc.) and, if necessary, providing technical advice on their use.
- Edit photos, diagrams and other graphic elements;
- Consult with TBEC team when required and make the requested edits to the draft models until they are fully agreed and approved.

Conditions:

1. Individual consultants are invited to submit expression of interest for the consultancy services mentioned above.
2. TBEC offers the following type of cooperation:
 - The inclusion to pool of designers will come into force after signature of the framework agreement for individual consultancy services. Consultant is solely responsible for determining his/her tax liabilities and for the payment of any taxes and/or duties, in accordance with local

or other applicable laws. Remuneration will be paid in US Dollars, so consultant shall have a USD bank account.

3. The inclusion to pool will be based on the qualifications and meeting all requirements described in Terms of References (ToR).
4. Your expression of interest should contain the following documents:
 - ✓ CV with proven experience and qualifications (in Eng/Rus, not more than 3 pages).
 - ✓ Short motivation letter (in Eng/Rus, not more than 1 page), clearly describing existing experience in the design and main clients.
 - ✓ Designer's Portfolio
5. All documents for expression of your interest should be submitted electronically to Anna Medvedenko, Administrative Officer, TBEC, at the following address medvedenko@tbcoalition.eu
6. The deadline for receipt of your expression of interest: **September 16, 2020, 6 PM, Kyiv time**. Late proposals will be rejected.
7. The evaluation and selection will be conducted through procurement procedures set out in the TBEC internal policies aligned to the World Bank Guidelines. Questions regarding procurement procedures as well as other related to the topic of the current request can be addressed to Anna Medvedenko, Administrative Officer, TBEC, at the following address medvedenko@tbcoalition.eu.

Anna Medvedenko

Administrative Officer
TB Europe Coalition

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