1. The African Development Bank (AfDB) hereby invites Consulting Firms to indicate their interest in the following Assignment: **graphic design services to support the preparation of publications and communications products by Independent Development Evaluation (IDEV)**.

2. The primary objective is for the Consultant to provide high quality and timely layout and design services, in both English and French. This includes using approved layout templates or designing templates for key document series, designing functional and appealing data visualizations, developing graphics for related media (print, web, social media), and setting key documents in professional graphic design software, thereby enhancing the visual identity of all publications in the department. The services to be provided under the Assignment include:

- For each publication, the Consultant shall assist by proposing layout and designs for text, images, tables and graphics, and by designing / generating the necessary graphics (custom graphics, photo montages, computer graphics, etc.).

- The Consultant shall advise those responsible for publications in the selection of pictures and colors to use.

- The publication designs will be delivered in print and electronic formats. The Consultant must be able to propose alternatives in relation to the required media. The Consultant is expected to perform quality control at each step in the process, in both English and French.

- In addition, the Consultant may be called upon to improve the visual of any document or website prepared by IDEV.

- The Consultant will interact with many actors including report writers, communications specialists, knowledge management specialists and printers, and is required to be conversant in both English and French.

- The Consultant will likely be working on multiple IDEV publications at the same time and must be able to respond to short deadlines while maintaining high quality.
3. IDEV invites Consulting Firms to indicate their interest in providing the above-described services. Interested eligible Consulting Firms or associations of Consulting Firms shall provide information on their qualifications and experience demonstrating their ability to provide the services in both English and French (documentation, references for similar services, experience in comparable Assignments, number and availability of qualified staff, etc.).

4. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank’s Procurement Policy and Procedures for Recruitment of Corporate Consultants. Consultants and consulting firms must comply with the “minimizing conflicts of interest” considerations (Annex 1 to AfDB’s Independent Evaluation Policy). Please note that interest expressed by a Consulting Firm does not imply any obligation on the part of the Bank to include it in the shortlist.

5. Independent Development Evaluation is seeking to recruit two Consulting Firms, with the same terms of reference. The estimated duration of services is 12 months, on an as-needed basis, and the estimated starting date is November 2020.

6. Interested Consulting Firms may obtain further information from the address below during the Bank’s working hours: 08:00 to 17:00.

7. All Consulting Firms expressing interest are invited to register in the Bank’s DACON database (https://econsultant.afdb.org:44356/welcomedacon - use Internet Explorer) as soon as possible.

8. Expressions of interest must be received at the address below no later than 11 September 2020 at 17:00 GMT and specifically mentioning graphic design services to support the preparation of IDEV publications.

For the attention of: Mrs. Karen Rot-Munstermann
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