

Consultancy for the Provision of Graphic Design Services

A. INTRODUCTION

ForAfrika is an African international humanitarian and development organization founded in 1984 in South Africa to save lives and foster community development among populations affected by war in different African countries. Our work began when 's founders witnessed human tragedy and child hunger while on a mission to assist the needy during Mozambique's fourteen-year civil war. From then, they made a lifelong commitment to saving the lives of children, their families and communities affected by war across Africa. This is where our greatest unique advantage lies. We are rooted in Africa. We understand Africa with all its complexity, its potential and above all its opportunities because we are African. In South Sudan, ForAfrika has been present since 2002, with footprints in six states namely; Jonglei, Greater Pibor Administrative Area, Unity, Northern Bahr el Ghazal, Warrap and Central Equatoria. The current programme interventions include, Food Security and Livelihood, Emergency Response, Health and Nutrition, WASH; Education Protection & Cross-Cutting Themes.

Learn more at www.forafrika.org

B. DESCRIPTION OF ASSIGNMENT

This assignment involves creative design, layout works and provision of InDesign and camera-ready versions (both web and print versions) of various ForAfrika publications and Information, Education and Communication (IEC) materials. These will be done in English, following ForAfrika's branding guidelines and standards.

C. KEY TASKS

Accordingly, this TOR outlines the request of a highly professional graphics design service provider to deliver the following tasks:

1. Develop document-specific layouts and graphic design mock-ups to be used in the designing and layout of key documents and Information, Education and Communications (IEC) materials for ForAfrika.
2. Propose innovative ideas and present concept ideas to ForAfrika, discuss the proposed layouts, and incorporate feedback.
3. Design and layout documents and materials based on the agreed mock-ups.

The expected deliverables will include:

- a) Original illustrations and infographics for reports, brochures, posters, and other communication/visibility materials on thematic areas.
- b) Graphic design/layout for ForAfrika publications: reports, project factsheets, and capacity statements among others.
- c) Graphic design/ layout and design files, including pre-press for the printing house and web versions) for publications and other communication products, such as reports, brochures, leaflets, charts, maps, briefs, posters, folders, etc.

D. METHODOLOGY

- 1. The contracted agency/individual is expected to work in close consultation with the Communications Lead based in Uganda.
- 2. Meetings with ForAfrika will be necessary to agree on deliverables, actual materials to be delivered may be worked on at the location of the consultant's choice and delivered via email.
- 3. Copyright and ownership - All materials produced, and other intellectual property will be solely owned by ForAfrika. Any material provided to the consultant will remain the property of ForAfrika.

E. YOUR COMPANY/INDIVIDUAL PROFILE

- 1. Proven experience in producing publications with innovative graphic designs with the use of software such as Adobe Design Premium, In-Design, Illustrator, CorelDraw, web design tools such as Dreamweaver and Flash, etc.
- 2. Interested parties to submit samples of previous design works, demonstrating an understanding of the communication requirements of International Non-Governmental Organizations.
- 3. Experience of graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and color management.

How to apply

All the bids Must be submitted in a sealed envelope and addressed to:

The procurement Department of ForAfrika

6th Flour Equatoria Tower, Hai Neem

Juba, South Sudan.

Closing date for submission of tenders is at **4:30 PM, 19th June 2025.** ForAfrika will not accept bid documents delivered after that time.

ForAfrika reserves the right to cancel the tender process at any time prior to awarding a contract for the Service.

ForAfrika will not be responsible for any costs or expenses incurred by you in connection with preparing and delivering your tender regardless of the outcome of the tender process.

At any time prior to the Submission Deadline, you may make inquiries with, or seek further information or clarifications through the following email:

J.Samuel@forAfrika.org

Yours faithfully



Procurement Department - ForAfrika

