



Designing and Printing Services Terms of Reference

Terms of References

For

Designing and Printing Communication Materials for the RESCUE Project

1. Introduction

The Hub for Investigative Media is a registered Non-Governmental Organization mandated to contribute towards good governance, transparency and accountability in Uganda. HIM envisions a Uganda where good governance is upheld at all levels and this is fulfilled through enhancing the application of the access to information (ATI) law and regulations as a vehicle towards promotion of good governance in Uganda. Over the recent couple of years, HIM has partnered with Open Society Institute of Eastern Africa (OSIEA), Deutsche Welle Akademie, Konrad Adenauer Stiftung and Freedom House to effectively transform communities across 35 districts in Eastern, Western, Northern and Central regions of Uganda.

HIM was recently awarded a new project for the next 18 months by the Democratic Governance Facility. The RESCUE Project aims at contributing to, “a responsive and accountable government towards Ugandan citizens” targeting local government leaders, journalists and the public (youths, women and vulnerable and marginalized populations). The project will pursue three (3) specific objectives to realize its intended goal; (I) To strengthen citizens’ engagements in promoting government accountability through ATI; (II) To increase participation of citizens in decision making in line with ATI for responsive government programs and; (III) To increase involvement of citizens in identifying community Access to Information concerns and fundamental response. The project targets to cover 30 districts distributed across Central region (Wakiso, Mukono, Mpigi, Luwero & Kampala, Masaka, Kyotera, Rakai, Bukomansimbi & Sembabule), Western region (Kisoro, Sheema, Buhweju, Rukungiri&Rubirizi, Kasese, Kamwenge, Kabarole, Kyenjojo, Bundibugyo), Northern region (Gulu, Kitgum, Amuru, Pader, Nwoya), and Eastern region (Mbale, Bududa, Manafwa, Budaka, Butaleja).

2. Objectives of the Assignment

The design of the RESCUE project provides for information sharing at all levels to enable key stakeholders develop a common understanding about the project’s overall goal and expected outputs and their role in its implementation.

In order to simplify and communicate the messages on RESCUE project better to stakeholders, HIM has found it necessary to develop simplified information, education and communication (IEC) materials that will relay the objectives, outputs and activities of the RESCUE project. The intention is to prepare communication materials that will not only best illustrate the project but also stimulate action from the various stakeholders at national, subnational and community levels.

The objective of this assignment is therefore to design and print an assortment of simplified IEC materials that will relay the RESCUE project messages within the 30 districts of RESCUE project Implementation.



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3. Scope of the Assignment

- The Task may involve the production of several language versions of the same document and design.
- Printing Services may include: production management, print production, provision of Offset Litho, Web and Digital publishing, Docutech copying, formatting, setting, correcting and proof reading, binding and finishing, packing and engraving.
- The Supplier will work closely with HIM during the implementation of the project (includes testing when required – e.g. online design), following instructions and comply with established deadlines. The Supplier should be ready for last minute changes and tight deadlines.
- All materials designed will be distributed within 30 districts.

4. Materials required for the assignment

Brochures

- Size: A4
- Full colour
- Total of 11042 brochures needed

Posters

- A4
- A3
- 70cmX100cm
- Total of 12982 posters required

Flyers

- Dual sided printing
- Full colour
- A6 size
- A total of 207455 flyers are required.

Stickers

- Square and rectangular stickers
- A total of 500 stickers required.
- Full colour.
- 30cm by 8cm

Hard cover Notebooks and folders

- A4 hard cover perfect binding note books required with HIM and DGF Logos.



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- Over 300 notebooks are required.
- Folders for A4 are required with HIM and DGF Logos.
- A total of 10367 folders are required.

Calendars

- A2 customized company calendars will be required with HIM and DGF Logos, they will also have images provided by HIM.
- A total of 300 calendars will be required.
- A total of six leaflets will be used.

5. Terms and Conditions

- Bidders are expected to attach samples and designs for all materials to their quotations. Samples of a brochure, flyer, calendar, poster, folders and notebooks need to be shared, it's a MUST with the price list for each within the quotation.

6. Time frame

All materials listed must be delivered within 30 days of signing the contract.

7. Minimum Qualification Requirement

This assignment requires a local firm that has over 5 years' experience in designing and printing of information, education and communication materials for different stakeholders/audiences at national and local levels. Interested firms should have demonstrated capacity and skills in drafting, editing, proofreading, production, illustration and translation.

Supplier's Experience	<ul style="list-style-type: none"> • At least 5 years of experience in layout design and printing • Experience in diverse cultural settings • Experience with NGOs (local or international organizations) is an advantage • Company should be fully registered with TIN Number
Supplier's Competences	<ul style="list-style-type: none"> • Demonstrate strong creative idea/concept and layout design skills. • Good Knowledge of new and evolving technologies and digital platforms, including excellent working knowledge of MAC OS, InDesign, Photoshop & Illustrator, Adobe Acrobat and MS Office as well as other graphic tools along with graphic optimization skills. • Ability to work under pressure and meeting strict deadlines • Ability to produce a high quality design • Demonstrated willingness to work as part of a team in a multicultural environment. • Capacity for both in-house and outsourcing printing
Language Requirements	<ul style="list-style-type: none"> • Good written and oral English • Knowledge of local languages spoken across Uganda is an added advantage
Other Requirements	<ul style="list-style-type: none"> • Submission of samples for the work that will be done is a MUST



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8. Submission Process

Interested firms should submit **their quotations** for prices on each of the materials listed above, Envelopes should be hand delivered and addressed to ;

Hub for Investigative Media,

Plot 699, off Kalema Road, Lungujja, Rubaga Division, and Kampala.

P.O Box 39625, Kampala-Uganda.

For additional information, kindly reach us through the office line: +256 (0)775152709/772883181 or Email: info@him-ug.org

Note: Any lobbying will lead to automatic disqualification of the parties/bidders involved.

Posting Date: October 30, 2018 **Closing Date:** November 2nd 2018 (5PM EAT).