# Introduction

Amel Association International (Amel) is a Lebanese and non-sectarian NGO created in 1979. Amel works through 32 centers, 6 mobile medical units, 2 mobile education units and 1 protection unit, and for more than 40 years has supported the poorest regions of Lebanon, from Beirut and its South Suburbs to Mount Lebanon, Bekaa and South Lebanon. Amel offers accessible services for all in the following fields: food security, health, education, protection, child protection, gender-based violence, livelihood, promotion and protection of human rights, rural development.

# Scope of Work

**Objectives:**

* Create the graphic design of one activity report that aims at communicating about project activities and results, for internal and external purposes
* Design engaging infographics and visuals about the project for social media platforms, in the aim of a media and awareness campaign

**Scope of Work:**

1. The graphic design will be responsible for the following tasks regarding the **graphic design of the activity report:**

* Design clear and informative infographics, based on existing graphic charts and information, that will be used in the activity reports (those infographics should be reusable for presentations, and other internal and external communication purposes)
* Design the overall layout of the activity report, ensuring a cohesive and visually appealing structure.
* Integrate images, icons, and other graphics into the report to complement the text and infographics.
* Present draft designs to the project team and make necessary revisions based on feedback
* Deliver the final activity report including infographics in various formats (suitable for distribution

2. The graphic design will be responsible for the following tasks regarding the **infographics and visuals about the project for a media and awareness campaign:**

* Collaborate with team members and collect relevant data and information about project activities
* Collaborate with Amel communication team to understand its media strategy
* Stay updated on current trends in social media and design to create appealing and effective visuals
* Create visually engaging infographics and graphics tailored for different social media platforms
* Integrate feedback from the team and the project coordinator to finalize the visuals
* Provide final visuals in appropriate formats and resolutions for various social media platforms.

3. **General Responsibilities:**

* **Collaboration**: Work closely with project coordinator, team coordination, MPU team communication teams, and partners to ensure alignment on objectives and messaging.
* **Time Management**: Manage time effectively to meet deadlines and ensure timely delivery of all materials.
* **Quality**: Ensure all designs are of high quality, accurate, and meet the project’s standards.
* **Innovation**: Bring creative and innovative ideas to enhance the visual representation of the project’s activities and reports.

# RFQ submission

We would appreciate receiving your complete bids on or before Tuesday27-08-2024 strictly to procurement department via email: [procurement@amel.org](mailto:procurement@amel.org).

# Request for clarification

Only for clarifications, bidders are required to submit any request for clarification in respect of this RFQ by email: procurement@amel.org . The deadline for receipt of question is Friday 23-08-2024.

The questions from all the suppliers would be consolidated by the engineer in the field and answered collectively. To ensure that the same level of information is conveyed equally to all participating suppliers, response to a question raised by one supplier can be shared with all the other suppliers.

# Commercial requirements

* Please provide Commercial Offer Form (without VAT)
* Currency: Please submit your offer, preferably in USD.

**Deliverables:**

The trainer will be required to deliver the following outputs:

* A set number of infographics for the 2023 Activity Report
* The graphic design of the 2023 Activity Report
* 12 awareness infographics and visuals designed for social media platforms
* Source files for all designs
* Final versions of all designs in required formats and resolutions

**Timeframe:**

* **1st week of September 2024**: start the collaboration
* **4th week of September 2024**: deliver the 2023 Activity Report (design and infographics)
* **From October 2024 until December 2024:** deliver 12 awareness infographics and visuals for social media between October 2024 and March 2025

# Period of validity

Your quotations should be valid and binding for at least for 30 days from the date of submission of the RFQ.

# Qualifications and Expertise:

* Bachelor's degree in Graphic Design, Visual Arts, Communication Design, or a related field. Equivalent work experience can be considered.
* Proven experience in graphic design, particularly in designing reports, creating infographics, and visuals for social media
* Proficiency in design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign)
* Excellent communication and collaboration skills
* Strong creative skills and detail-oriented
* Ability to meet deadlines
* Additional experience: previous collaborations with NGOs
* Proficient in Arabic and English, French is a plus

# Subcontracting

Under no circumstances is the service provider allowed to sub-contract any of the services quoted above without informing Amel, failure to abide by this results in immediate contract termination.

# 9. Terms of payment

Upon the receipt of an invoice including list of purchased supplies, description and prices, Amel would within 15 days pay the requested amounts after the validation by the Procurement officer, finance officer and project coordinator.