

Request for Proposals (RfP)

Consultancy Support for Designing Communications Materials



SWISS
FOUNDATION
FOR TECHNICAL
COOPERATION

We create opportunities

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

Swisscontact was established in 1959 as an independent foundation of the Swiss Industry for international development co-operation. Swisscontact currently employs over 1,400 staff worldwide and manages 120 projects in 36 countries on behalf of public and private donors.

Swisscontact operates in Bangladesh for more than 50 years with projects mainly in Vocational Training, Labour Market Development and Entrepreneurial Ecosystems.

PRABRIDDI is a project to foster Local Economic Development in selected Municipalities of Bangladesh, funded by Switzerland and Government of Bangladesh, and co-implemented by Swisscontact and the Local Government Division (LGD).

Objective

The objective of the assignment is to design the following communication materials based on the communication and visibility guidelines of the project and donor: a project brochure, 2 leaflets, a paper folder, and a notepad.

Deliverables and Timeline

The consultant should submit the soft copies of the printable versions in PDF and vector formats (EPS or AI) of the 5 items: brochure, two leaflets, paper folder and

notepad. All final deliverables must be submitted by 20th February 2023.

Roles and responsibilities of the Consultant(s)/Organization

The consultant/firm will be responsible for the following tasks:

- Receive and understand communications and visibility guidelines from project personnel;
- Submit work plan/timeline;
- Design the communication materials required under this assignment;
- Collaborate with project personnel for feedback and finalisation;
- Provide the printable version of the materials;
- Provide the accurate specifications for printing;
- Provide both Bangla and English versions of the final designs;

For more details please see the attached ToR

Submission details

Interested experts/ organizations are requested to submit the technical and financial proposals and other necessary documents by **2 February 2023** to the following e-mail address: bd.prabriddi@swisscontact.org

Attachment 1: [Detail ToR](#)