

**Project No: 00051783**

**Project short title: RIO Convention Project**

## **Terms of Reference**

### **Subcontractor for “Design and Production of RIO Convention Project Letterheads, Notepads and Project Folders”**

#### **I. Background for the contractual services**

The GEF-funded Rio Conventions Project (full title: *Integrating Global Environmental Issues into Bulgaria’s Regional Development Process*) aims at promoting a proactive integration of global environmental issues into the very process of regional and local development, as well as spatial planning, both of which are managed by Ministry of Regional Development and Public Works (MRDPW). This would be achieved by developing the capacity of MRDPW and Ministry of Environment and Water (MOEW) to integrate global environmental objectives into the regional and local development policies and practices, as well as into spatial planning documents.

With the initiation of the project it identified the need for a having a project identifiable outlook which it could use for its publications as well as for its promotional materials. It is in relation to this that the project is now is about to undertake the current assignment.

#### **II. Objective of the contractual services**

To develop the graphical design for the Rio Convention project folders, project notepads and letterheads

#### **III. Duration of the contractual services**

14 calendar days upon signature of contract with the selected company.

#### **IV. Scope of work to be performed by contracted company**

The subcontracted company is to develop graphical design for the Rio Convention project folders, project notepads and letterheads containing the project’s PMU contact information and the applicable logos and designs.

The texts and the logos for the brochure to be used for the design and printing will be provided at the first meeting with the RIO Convention Project PMU in Sofia.

Overall, the subcontracted company will be responsible for ensuring that the printed materials are of **high quality** and produced in a timely manner, as specified in the TOR. More specifically the task will be the following:

1. Participate in discussions with the PMU, in order to clarify the main idea and discussing concepts for preparing of three graphical designs of the above materials.
2. Review the information materials (texts and logos), provided by PMU, which has to be used for the graphical design concept.
3. Prepare three draft graphical design samples of the materials including text and logos. More detailed each design should contain 3 logos (logo of the United Nations Development Programme, logo of the Global Environmental Facility and logo of the Ministry or Regional Development and Public Works) as well as the RIO Convention Project name and contact information. The contracted company should provide pre-printing samples of the materials and prepared designs to the RIO Convention Project PMU.
4. Make corrections of the designs if such are proposed by UNDP and/or the RIO Convention Project.

5. To finalize the standard designs chosen by UNDP and the RIO Convention Project representatives in accordance with the requirements.

6. After receiving the approval, the contracted company should print the materials following the technical specifications presented in the Request for Quotation Form (RQF), assemble, pack and deliver the products at the RIO Convention Project PMU office (at the following address: Sofia, 25 Han Krum str., UN House).

7. The contracted company should provide the RIO Convention Project PMU with optical storage media (CDR or CDWR) containing the final version of the products in the original format (for subsequent printing) and in Word/PDF format.

## **V. Output of the contractual services**

Graphical design for project folders, project notepads and letterheads finalized

Printed project folders, project notepads and letterheads delivered to the RIO Convention Project central office.

## **VI. Work plan, deliverables and deadlines**

*On day of contract signature:*

Preliminary meeting with the PMU representatives, in order to clarify the main idea for preparing graphical designs as well as receiving the texts and logos to be used for designs of the materials.

*within 3 days after contract signature:*

Provide three draft graphical design samples of the materials.

*within 5 days after contract signature:*

Finalized version of a standard design that includes the corrections made by UNDP and the PMU if any.

*within 6 days after contract signature:*

Provide finalized design to the PMU.

*within 14 days after contract signature:*

Delivering of the ordered quantity of the three printed materials to the RIO Convention Project PMU Central Office, situated in Sofia, 25 Han Krum Str., UN House, as well as providing of optical storage media (CDR or CDWR) containing the final version of the printed materials in the original format (for subsequent printing) and in PDF format.

## **VII. Terms and conditions for the provision of the contractual services**

The contracted company will liaise with the Project Manager and the Project Administrator and will coordinate the exact timing of all activities with them.

The contracted company will submit deliverables to the PMU office, and will get clarifications from the PMU.

The contracted company will adhere strictly to all deadlines agreed upon with the PMU.

The contracted company shall conduct itself in a professional and ethical manner, and will ensure that none of its actions have an adverse effect on the RIO Conventions Project or respectively on the UNDP.

## **VIII. Payment terms**

The contracted company will be paid 30 percent after approval of the design by UNDP and the rest 70 percent of the payment will be made upon delivery of all deliverables.

## **IX. Qualifications required**

The contracted company must have experience in graphical design, as well as in printing. Previous work with donor-funded projects would be highly desirable.