



## Invitation to Tender

## Consultancy service for Graphic design services

Main Facts Table	
Request for Proposal (RFP) Reference	<b>Ref No: 003-025/026</b>
RFP launch date	<b>12 August 2025</b>
<b>Deadline for submission of offers</b>	<b>By 4:00 PM of 26 August 2025</b>

Organization Information		
Name of the organization:		
VAT/ PAN registration number:		
HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? :	YES/NO	
Contact person's name:		
Contact details:	Telephone:	
	Cellphone	
	Address:	
	Email:	
	Other:	
Additional Contact Information:		
SIGNATURE AND COMPANY STAMP		
DATE:		

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## Consultancy service for **Graphic design services**

### 1. Background Information on Plan International

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls.

We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it's girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

We have been building powerful partnerships for children for over 75 years, and are now active in more than 70 countries.

Read more about Plan International's Global Strategy: 100 Million Reasons at <https://plan-international.org/strategy>

### About the Plan International Nepal

Plan International has been working in Nepal since 1978, helping marginalized children, their families and communities to access their rights to Early Childhood Development, child protection, education, Vocational Skills, girls' empowerment and sexual reproductive and health rights (SRHR), water sanitation and hygiene, and disaster risk reduction. Plan International Nepal's programs are implementing in 23 districts through our local implementing partners.

Read more about Plan International Nepal country strategy 2023 to 2028 at <https://plan-international.org/nepal/publications/country-strategy-2023-2028/>

### 2. Summary of the Requirement

Plan international Nepal has been working in Nepal Since 1975 together with local implementing partners to implement wide rang development projects. It has been implementing different types of project across the country to support its programmed participants. Plan has been implementing different types of activities and providing wide range of support for which plan has to capture these things for its documentations and visibility purpose. Therefore, Plan International needs experience and skillful consultant for photographer and/or videographer to create compelling, high-resolution, engaging, and interactive photo and/or video content that supports their various gender equality initiatives while aligning with Plan International branding guidelines;

For details roles, responsibilities and deliverables-refer to the Annex-C Terms of Reference (ToR-section 3 & 4) "Consultancy service for **Graphic design services** attached with this ITT"

### 3. ITT Overview and Instructions

#### 3.1 Overview

Plan International are inviting interested parties to submit a **[bid for services]** as part of a competitive process for **[the consultancy service for Graphic design services]**. Successful Bidder(s) will be expected to enter into a **Long-Term Agreement** on a **[ non-exclusive basis]** with our organization. Plan International reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders.

#### 3.2 Instructions to Tenderers

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidders responsibility to ensure their offer is complete and that you provide all the necessary information asked for in the format specified, or risk your offer being rejected. Further details can be found in **section 9 of this ITT document, 'Submission Checklist.'**

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Documents comprising this tender pack are as follows:

**Ref No: 003-025/026** Consultancy service for **Graphic design services**.

**Annex-A-** Quality Evaluation Criteria's/Indicators (guidelines to prepare concept/ proposal)

**Annex-B-** Financial Proposal (Quotations)

**Annex-C-** Terms of Reference (ToR) **"Consultancy service for Graphic design services"**

Tenderers are required to submit their proposal (bid), inclusive of all required annexes (hard copy), in a seal bid envelop in the address given below; **No electronic submission is entertained**. Offers must be received by the deadline specified in the section **'3.3 Key Dates and Timelines.'**

**Sealed bid hard copy should be submitted to below address**

**Plan International Nepal,  
Nepal Country Office  
Maitri Marga, Bakhundole, Lalitpur-3,  
Phone: 01-5535580**

The offer and all correspondence and documents related to the tender must be written in English languages

**Each Tenderer or member of consortium or sub-contractor may submit only one offer.**

Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to **nepal.procurement@plan-international.org** and must include the ITT reference number as below in the envelop as well as while seeking clarification

**Ref No: 003-025/026** Consultancy service for Graphic design services.

### 3.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan International reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all interested Parties of any changes to these key dates and timelines simultaneously and in a timely manner.

Activity	Deadline Date
Issue of Invitation to Tender	<b>12 August, 2025</b>
Deadline for supplier submission of clarifications questions	<b>On or before 21 August 2025, by 5.00PM</b>
Deadline for Plan to respond to clarification questions	<b>On or before 22 August 2025, by 5.00PM</b>
Deadline for submission of offers (Required to submit sealed proposal (bid), inclusive of all required annexes (hard copy), in a seal bid envelop)	<b>On or before 26 August 2025 by 4.00PM</b>

**Note:** Late submission of offers than the prescribed date and time will not be accepted and returned back immediately.

### 3.4 Pricing

Bidders are required to complete the pricing schedule and requirements attached separately in **Annex B – Financial Proposal (Quotation)**. All prices must be quoted in **[Nepalese currency]**, and inclusive of all applicable taxes.

It is expected that prices will be fixed for the duration of the contract and quotes valid for one-year period (can be extended for extra two years upon the mutual discussion following the Closing Date of this tender. If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

The successful Bidder will be required to pay their staff who work on this contract at least the National Living Wage.

#### 4. Specification and Scope of Requirement

Please refer to 'Annex- C for Terms of Reference (ToR) for full details of the service requirement and delivery.

#### 5. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to launching this Tender process. The information provided in the concept note/proposal in **Annex A – Quality Evaluation Criteria's/Indicators (guidelines to prepare concept/ proposal)** and any other requested documentation, will be used to evaluate and score each Bid against this set criteria. Please find further details in the below table:

	Criteria	Tenderers must demonstrate.....	Weight
<b>Compliance</b>	Tender Compliance and Completion	<ul style="list-style-type: none"> <li>Satisfactory completion of the tender document with requested information, <b>signed and stamped in each page of the technical and financial proposal including annexes and</b> submitted no later than the closing date specified in the <b>section 3.3</b></li> <li>The service providers must be registered with relevant authority of Nepal Government.</li> <li>PAN/VAT registration.</li> <li>Latest FY tax clearance certificate or evidence letter form IRO about the date extension.</li> </ul>	Pass/Fail assessment; Bidders who do not meet these minimum requirements, bid documents will not be further assessed for the selection process considering the fail.
<b>Quality</b>	Technical Proposal (Need to submit in separate seal bid envelop under the main seal bid envelop)	Evaluation will be done base on <b>Quality Evaluation Criteria's/Indicators</b> mentioned in the <b>Annex-A</b>	<b>65%</b>
<b>Gender Responsive</b>	Gender Sensitive Practices and Policies	<ul style="list-style-type: none"> <li>Consultancy firm is owned/managed by women.</li> <li>Number of women staffs engaged in the firm.</li> </ul> <p>Need to provide written documents where above two information can be verified to provide the marks. One of the above will get 3 marks, both 5 marks and none-0</p>	<b>5%</b>
<b>Price</b>	Lowest price will get full marks (need to submit in separate seal bid envelop under the main seal bid envelop)	<ul style="list-style-type: none"> <li><b>Consider the financial proposal (quotation) mentioned in Annex-B. Bidders who succeeded to secured 70% from technical evaluation, (concept note/proposal) financial proposal will be opened.</b></li> </ul>	<b>30%</b>

**Note: Selected suppliers need to agree to our mandatory policies as set out in Non-Staff Code of Conduct which will be shared to the winning bidder/s**

#### 6. Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each Bid will be assigned a score on the basis of predetermined criteria and their associated weighted scorings.

The contract(s) will be awarded to the Bidder(s) who represent the best overall value for Plan International in terms of the evaluation criteria set out above. By participating in this tender, you acknowledge and understand that Plan reserves the right to:

- Decide not to award to any supplier

- Decide to award to one or more suppliers
- Decide to readvertise the opportunity
- Not necessarily accept the lowest cost offer

**Notification of award of contract will be issued via e-mail.**

## **7. Terms & Conditions**

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- Plan International will not be liable for any costs or expenses incurred in the preparation of your offer
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers
- Part of the evaluation process may include a presentation from the Bidder and a site visit by Plan International staff, where applicable and necessary
- Plan International reserves the right to alter the schedule of tender and contract awarding
- Plan International reserves the right to cancel this tender process at any time and not to award any contract
- Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan International does not bind itself to accept the lowest, or any offer
- Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable
- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive
- You have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Plan International's discretion
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Plan International in writing
- You declare that you are affected by no potential conflict of interest, and that you and our staff have no particular link with other Bidders or parties involved in this competition. Should such a situation arise during performance of the contract, you shall immediately inform Plan International in writing
- You accept Plan International's standard terms of payment which are 30 days after the end of the month of receipt by Plan of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International Ltd

## **8. Plan International's Ethical & Environmental Statement**

- The organisation should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation
- The organisation should seek to set reduction targets in areas where the organisation's activities lead to significant environmental impacts

## **9. Submission Checklist**

Document	Form
<b>Tender documents along technical and financial proposal including all annexes</b>	The bidders should prepare both the “ <b>Technical</b> ” and “ <b>Financial</b> ” proposal and send to Plan International Nepal country office. In the cover letter of proposal, the offeror must have to mention “ <u><b>Consultancy service for Graphic design services.</b></u> ”
	<b>Sealing and marking of proposals</b>

	<p>The Offeror shall seal the proposal in one outer and two inner envelopes, as detailed below.</p> <p>(a) The outer envelope shall be: Plan International Nepal, Country Office Bakhundole, Maitrimarg, Lalitpur and, marked as: "<a href="#"><u>Consultancy service for Graphic design services</u></a>"</p> <p>(b) The 2 inner envelopes shall indicate the name and address of the Offeror and should be clearly marked with "<b>Technical Proposal</b>" and "<b>Financial Proposal</b>". In summary, there will be one separate sealed envelope for the Technical Proposal and one separate sealed envelope for the Financial Proposal.</p> <p><b>Note:</b> <i>If an offeror submits the financial proposal (budget) within or in the same envelop as the technical proposal, it will be automatically disqualified.</i></p>
Company registration (legal documents) Registration/affiliation with sectoral business (if applicable)	<ul style="list-style-type: none"> <li>• Copy of company registration</li> <li>• Copy of company affiliation with sectoral business entity (if applicable)</li> </ul>
PAN/VAT registration certificate	Copy of PAN/VAT registration,
Tax clearance certificate-latest prevailing financial year.	Copy of tax clearance certificate of FY 2081/082 or letter of extension received from IRO.

**Note:** Non-staff code of conduct will be provided separately which need to be signed later.

**Signature of Authorized Person:**

**Name of Authorized Person:** .....

**Cell #:**.....

**Name of Firm/Company:** .....

**Address:** .....

**Contact #:** .....

**E-mail ID:**.....

Company Seal/Stamp



## Annex-A

### Quality Evaluation Criteria's/Indicators (guidelines to prepare concept/proposal)- Weightage-65%

S N	Evaluation	Criteria	Scoring Weight
1	<b>Relevant Experience &amp; Portfolio Quality</b>	<p>- <b>Years of Experience:</b> Experience in delivering graphic design services, preferably for INGOs or UN agencies. - <b>10 Marks</b></p> <p>- <b>Previous Work Samples:</b> Samples reflecting creativity, diversity, and professionalism - <b>10 Marks</b></p> <p>- <b>Client References:</b> Experience with at least 2 different clients, preferably in humanitarian or development-focused content - <b>10 Marks</b></p> <p><i>(Include organization profile, submit experience-related documents, samples or portfolio links, and at least 2 client reference letters for similar assignments.)</i></p>	30
2	<b>Proposed Team &amp; Expertise</b>	<p>- <b>key personnel:</b> CVs of team members involved in the assignment, with qualifications: Relevant diplomas or degrees in graphic design, communication, media, or related fields - <b>10 Marks</b></p> <p>- <b>Relevant experience:</b> Demonstrated experience in similar assignments. - <b>5 Marks</b></p> <p><i>(Provide updated CVs, academic certificates, and evidence of Relevant project experience.)</i></p>	15
3	<b>Methodology, Innovation &amp; Understanding of TOR</b>	<p>- <b>Understanding of ToR:</b> Clarity in understanding the objectives, target audience, and scope. - <b>10 Marks</b></p> <p>- <b>Methodology &amp; Workflow:</b> Step-by-step design process from concept to delivery, including feedback and quality control mechanisms. - <b>10 Marks</b></p> <p>- <b>Creativity &amp; Innovation:</b> Use of human-centered, inclusive, and adaptable design approaches. - <b>10 Marks</b></p> <p><i>(Present a structured technical proposal responding to the ToR, including design approach, innovation examples, timeline, and quality assurance measures.)</i></p>	30
4	<b>Technical Capacity &amp; Tools</b>	<p>- <b>Software &amp; Tools:</b> Availability of licensed professional design software - <b>10 Marks</b></p> <p>- <b>Hardware &amp; Setup:</b> Access to essential equipment and workspace / Office Setup. - <b>10 Marks</b></p> <p><i>(Attach valid licenses, equipment descriptions, and supporting materials. Shortlisted bidders may undergo verification.)</i></p>	20
5	<b>Gender &amp; Inclusion Sensitivity</b>	<p>- <b>Inclusive Design Practice:</b> Consideration of diversity in visual representation (age, gender, ethnicity, etc.). - <b>5 Marks</b></p> <p><i>(Submit relevant samples, case studies, or brief notes showing inclusive design practices.)</i></p>	5
<b>Total</b>			<b>100</b>

**Note:** (Technical proposal/concept note should be in line with the above guidelines at the minimum. There is no prescribed format and welcome the innovative ways of presentation. Concept note/proposal prepared as per above guidelines should be submit in a separate seal bid envelope inside the main seal bid envelop.

## Annex- B- Financial Proposal (Quotations)

### FINANCIAL PROPOSAL of Graphic design services

Category	Specifications/ Details	Quantity / Frequency	Design Cost (NPR)
<b>1. Outdoor &amp; Environmental Branding</b>			
1.1 Hoarding Boards / Billboards	Size: 8x6 ft Material: Star flex / eco-solvent Format: AI, PDF, 300dpi Mounting: Metal/wall	Per design	
1.2 Wall Murals	Size: 12x8 ft (typ.) Material: Vinyl or paint Finish: UV-protected Mounting: Paste/vinyl	Per design	
1.2 Office Exterior Branding	Size: 4x2 ft / custom Material: Backlit/acrylic Lighting: LED optional	Per design	
<b>2. Design of Advertising Materials to print in different media</b>			
2.1 Magazine Layouts	Material: Glossy pages Design: Image-integrated Format: InDesign/AI/PDF	Per design	
2.2 Flyers / Leaflets	Size: A5 or DL Sides: Single/double Finish: UV or matte	Per design	
2.3 Posters	Size: A2, A3, A1 Material: 170–250 GSM Use: Events/campaigns	Per design	
2.4 Campaign Brochures	Pages: 8–24 Binding: Saddle-stitch Paper: 100/250 GSM	Per design	
2.5 Public Notices	Size: A4 or A3 Design: High readability	Per design	
2.6 Print Inserts	Size: A5 or die-cut Material: 130 GSM matte	Per design	
<b>3. Digital Advertising &amp; Display Design</b>			
3.1 Google Display Ads	Formats: JPG, HTML5 Sizes: 728x90, 160x600, 300x250 <150KB, RGB	Per design	
3.2 Sponsored Social Ads	Platforms: FB, IG, X, YouTube Formats: 1080x1080/1920 Includes: Copy, CTA	Per design	
3.3 Email Templates	Platforms: Mailchimp, etc. Responsive + CTA button Format: HTML+CSS	Per design	
3.4 Web Banners / Popups	Sizes: 1920x600, 300x600 Formats: PNG/GIF/HTML5	Per design	
3.5 YouTube Ad Templates	Resolution: 1920x1080 Includes: Thumbnails, end screen	Per design	

Category	Specifications/ Details	Quantity / Frequency	Design Cost (NPR)
3.6 E-Invites / Digital Flyers	Size: 1080x1920 or A5 Formats: JPG/PDF	Per design	
<b>4. Internal Branding Materials</b>			
4.1 Vision/Mission Posters	Size: A2/A3 Material: Matte card Style: Corporate	Per design	
4.2 Wall Quotes / Graphics	Type: Vinyl/paint typography Colors: Brand palette	Per design	
4.3 Dept. Nameplates, props	Material: Acrylic/foam Size: 10x3 in	Per design	
4.4 Slide Deck Templates	Software: PPT/Google Slides Includes: All layouts	Per design	
<b>5. Design Quotation for Publications &amp; Booklets</b>			
5.1 Research Book / Report	Cover, tables, infographics, minimal Photo or no photo /text layout (100–120 pages)	Per design	
5.2 Research Book / Report	Cover, tables, infographics, minimal Photo or no photo /text layout (50–60 pages)	Per design	
<b>Example Links</b> <ul style="list-style-type: none"> <li>• <a href="#">CEFM Research Report</a></li> <li>• <a href="#">GRSCSI</a></li> </ul>			
<b>6. Booklet Design</b>	Cover, icons, infographics, layout, illustrations, brand design (Up to 100 pages)	Per design	
<b>Example Links</b> <ul style="list-style-type: none"> <li>• <a href="#">CS Booklet 23–28</a></li> <li>• <a href="#">Economic Empowerment and Resilience</a></li> <li>• <a href="#">Girls Leadership Index Report</a></li> <li>• <a href="#">Annual Highlights Report 2023</a></li> <li>• <a href="#">Annual Progress Report 2024</a></li> <li>• <a href="#">Turning the World Around</a></li> <li>• <a href="#">Youth Voices on Climate Justice and Education</a></li> <li>• <a href="#">Voices for Inclusive and Quality Education</a></li> <li>• <a href="#">Newsletter</a></li> <li>• <a href="#">Girls Get Equal</a></li> <li>• <a href="#">Stories of Hope</a></li> <li>• <a href="#">The Stories of Change</a></li> </ul>			
<b>7. Executive Summary / Brief Booklets</b>	Short layout for summaries/ newsletters (10–15 pages)	Per design	
<b>Example Links</b> <ul style="list-style-type: none"> <li>• <a href="#">Community Against Human Trafficking</a></li> <li>• <a href="#">The Power of Communities</a></li> <li>• <a href="#">CRSA Bulletin Report 1 &amp; 2</a></li> <li>• <a href="#">Newsletter</a></li> </ul>			

## Annex-C

### Terms of Reference (TOR) for Graphic design services

#### 1. Background/Context

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Plan International Nepal is a child-focused development and humanitarian organisation working to advance children's rights and equality for girls. We partner with children, young people, supporters, and communities to tackle the root causes of inequality and child poverty in Nepal.

To effectively communicate our impact, amplify our advocacy, and engage meaningfully with our audiences, we aim to enhance our social media presence with consistent, impactful storytelling and professional content development.

We are seeking a qualified Graphic design services agency to:

- Strategically manage and grow Plan International Nepal's social media platforms.
- Develop high-quality, engaging content aligned with our mission and objectives.
- Effectively disseminate information about our programmes, initiatives, and impact to a wide and diverse audience.

#### 2. Description & Objectives

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##### 1. Objective

Plan International Nepal requires the services of a skilled and experienced Graphic design service provider to create compelling and informative visual assets that support their various projects and programmes' initiatives. These visuals will be used for:

- Presenting complex data and research findings in a clear and engaging way.
- Enhancing reports, presentations, and other communication materials.
- Developing infographics, charts, and illustrations to raise awareness about various issues like Child Marriage, Menstrual Health Hygiene and humanitarian work that Plan International Nepal does.
- Supporting advocacy efforts and promoting thematic areas (Learn, Lead & Decide, Thrive, WASH, DRR, CR, etc).

##### 2. Responsibilities

The Graphic design services will work under the guidance of the Plan International Nepal's Influencing Communications Campaign department and collaborate closely with project teams, researchers, and content developers. Key responsibilities include:

- **Pre-production:**
  - Participate in project meetings to understand communication objectives, target audiences, and visual design requirements.
  - Collaborate with content developers and researchers to interpret data and information for visual communication.
  - Develop creative concepts and design proposals for various graphic assets.
- **Design and Production:**
  - Design infographics, charts, graphs, and other data visualizations using clear and consistent visual styles.
  - Create illustrations, icons, and other graphic elements to enhance communication materials.
  - Ensure visual elements are visually appealing, culturally appropriate, and aligned with Plan International Nepal's branding and Safeguarding guidelines.
  - Utilize appropriate design software (e.g., Adobe Creative Suite) to create high-quality visuals.
  - Prepare layouts for reports, presentations, and other communication materials (if applicable).

- **Delivery:**
  - Deliver final graphic assets in agreed-upon formats and specifications (e.g., vector files, high-resolution images).
  - Provide editable source files for future modifications (if applicable).
  - Participate in design review and feedback sessions with the Plan International Nepal team.

### **3. Skills and Qualifications**

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- Proven experience in graphic design, with a strong portfolio showcasing work on data visualization, infographics, and complex information design (preferred).
- Excellent understanding of visual communication principles, including color theory, typography, and layout.
- Proficiency in design software like Adobe Illustrator, Photoshop, and InDesign.
- Strong analytical and problem-solving skills to translate data into clear visuals.
- Ability to work independently and manage multiple projects simultaneously.
- Excellent communication and collaboration skills.
- Fluency in English and/or local language is a strong asset.
- Cultural sensitivity and an understanding of gender transformative communication (preferred).

### **4. Deliverables and Timeline**

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The specific deliverables and timeline will be finalized based on the agreed-upon project scope and complexity of the graphic assets. However, they will typically include:

- Creative concepts and design proposals for various graphic assets.
- Finalized infographics, charts, illustrations, and other visual elements.
- Layouts for reports, presentations, or other communication materials (if applicable).
- High-resolution image files and editable source files (if applicable).

### **5. Reporting Requirements**

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The Graphic design services will report to the designated Plan International Nepal Influencing Communications Campaign department staff and provide regular progress updates throughout the design process.

### **6. Target Audience**

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The primary audiences for this engagement will include children and young people aged 12–24 years, parents, and community stakeholders across Nepal, ensuring wide and meaningful outreach that drives engagement and amplifies Plan International Nepal's advocacy priorities.

### **7. Deliverables and Timeline**

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The specific deliverables and timeline will be finalized based on the agreed-upon project scope and complexity of the graphic assets. However, they will typically include:

- Creative concepts and design proposals for various graphic assets.
- Finalized infographics, charts, illustrations, and other visual elements.
- Layouts for reports, presentations, or other communication materials (if applicable).
- High-resolution image files and editable source files (if applicable).

### **8. Reporting Requirements**

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The Graphic design services will report to the designated department staff of Plan International Nepal and provide regular progress updates throughout the design process.

### **9. Expected Skills and qualifications of Consultant**

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List here the skills and competencies, the experience and the formal qualifications you expect the Consultant(s) to have.

- Proven experience in graphic design, with a strong portfolio showcasing work on data visualization, infographics, and complex information design (preferred).

- Excellent understanding of visual communication principles, including color theory, typography, and layout.
- Proficiency in design software like Adobe Illustrator, Photoshop, and InDesign.
- Strong analytical and problem-solving skills to translate data into clear visuals.
- Ability to work independently and manage multiple projects simultaneously.
- Excellent communication and collaboration skills.
- Fluency in English and/or local language is a strong asset.
- Cultural sensitivity and an understanding of gender transformative communication (preferred).

## **10. Contract & Payment terms**

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Please note that, if successful, Plan International's standard terms of payment are **30 days** after the receipt of invoice, or after acceptance of the Goods/Services/Works, if later.

## **11. Plan International's Ethical & Environmental Statement**

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The supplier should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation

Child protection is a term used to describe the responsibilities and activities undertaken to prevent or to stop children being abused or ill-treated. It is Plan's duty and responsibility to reduce the risks of abuse to the children who we have contact with and keep them safe from harm. Plan's Child Protection Policy, "Say Yes to keeping children safe", is Plan's overriding framework to protect children who come into contact with Plan employees, volunteers, partner organisations and individuals, including consultants, who are working on behalf of Plan.

The consultant should include statements in the proposal on how he or she will ensure ethics and child protection during the commencement of the assignment and during the field work. The consultant should also specify other ethical protocols to be followed during the due course of the evaluation. The consultant is expected to take consent of the respondents and/or children's guardian before taking photographs and ask if their photographs, verbatim or case stories could be used in report and for public dissemination. Such consent must be documented and submitted to Plan International Nepal along with the final report.