



Terms of Reference for Individual Graphic Designers / Graphic Design Companies

IDI Graphic Designer Framework Agreement

Purpose:

Contribute to capacity development of Supreme Audit Institutions (SAIs) in developing countries, through provision of graphic design services for eLearning and other electronic solutions to the [INTOSAI Development Initiative \(IDI\)](#).

Contracting Vehicle:

A framework agreement between IDI and several individual graphic designers and graphic design companies which can be used by IDI to call down graphics design services when required at an agreed fee rate. The specific services required shall be contracted through a call down contract. A place on a framework agreement does not commit the IDI to enter into any contractual obligations.

Background:

The International Organization of Supreme Audit Institutions (INTOSAI) was established in 1953 to foster collaboration between external government audit bodies, known collectively as Supreme Audit Institutions (SAIs). INTOSAI is an autonomous, independent, and nonpolitical organization of SAIs from 192 countries that operates as a global umbrella organization for the external governmental audit community. The IDI was established by resolution of the INTOSAI Congress in 1986 to help develop the capacity of Supreme Audit Institutions in developing countries through needs-based, collaborative and sustainable development programmes.

The IDI has over the recent years adopted eLearning and other electronic solutions to augment its capacity development efforts.

Illustration of Possible Services:

- Infographics
- Graphics Design for eLearning courses and Communities of Practice (CoP)
- Iconography for web sites and eLearning content materials
- Logos
- Design of cover pages and separators for reports and eLearning Modules Cover Pages
- Design and production of publications

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- Provide sourcing of graphics elements like photographic images, maps and logos
- Prepare power point templates
- Provide graphic design for Reports, Information Material, Web Pages and other Materials
- Other graphic design services as required by the IDI

Duration and Volume:

The framework agreement shall run for four years from the date of commencement. The total value of call-down contracts for each framework holder shall not exceed the EU procurement threshold for service contracts (currently 207 000 Euros, excluding VAT).

Eligibility:

Open to graphic designers operating on an individual basis and graphic design companies.

Costs:

The fee rates shall be paid at the rate agreed in the framework agreement, up to the amount agreed in the call down contract.

Format:

Files may be submitted in JPG, JPEG, PNG and PDF. Final source format PNG and other Source Format must be submitted to IDI.

Contact details:

The IDI staff responsible for this framework agreement are:

Mr. Minor Sancho

eLearning and Web Solutions Manager

Office: +506 2501 8273

Mobile: +506 8839 3644

E-mail: minor.sancho@idi.no

Ms. Karina Mera-Warholm

Programme Coordinator

Mobile :+47 46 84 01 01

E-mail : karina.mera.warholm@idi.no

Submission of Proposals:

Interested individuals and firms should submit a short proposal, in English, by email to minor.sancho@idi.no and karina.mera.warholm@idi.no with a compulsory copy to Ms. Fatima Doghman to fatima.doghman@idi.no comprising of:

- Covering letter, highlighting 1) experience of graphics design services pertaining to Public Financial Management in general, and Supreme Audit Institutions in particular. Experience in graphics design for web and eLearning courses.

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- CV (including any formal qualifications)
- Proposed fee rates (per hour), in Norwegian Kroner or other specified currency. Estimated cost per product inclusive of three design proposals. Indicate the number of rounds of changes included in the price per hour, and the price for extra round of changes. In case the designer has different rates for the different services indicated above, the same may be stated. Upon being approached with specific assignments, the designers may submit supplementary proposals with the expected number of hours required by them for the assignment.
- Portfolio with samples in graphic design. Please include samples of graphics design products indicated in **Illustration of Possible Services Section**.
- References: Kindly provide information regarding the duration and client contact information.
- Specify the language of your application (English, Arabic, French, Spanish). The IDI works in English, Arabic, Spanish and French. Please indicate your language competence in terms of undertaking assignments in the different languages mentioned above.

The proposal may be submitted by 27 February, 2017.

Selection of Graphic designers for the Framework Agreement:

Selection will be made based on cumulative analysis (i.e. technical qualifications and best price proposal), according to the following evaluation matrix. IDI reserves the right to decide how many graphic designers to select for the framework agreement based on the proposals received.

Criteria	Maximum Score
Technical #	
Experience in Graphics Design for web pages, portals and eLearning content	30
Formal graphic design qualifications	20
Perceived quality of portfolio with Graphics Design experience	20
Financial	
Fee Rate per hour (based on Norwegian Kroner equivalent at time of evaluation)	30*
TOTAL	100

Proposals must score at least 60% on the technical evaluation to be considered eligible

* The lowest priced fee rate of CVs considered eligible will be scored at 30, others will be scored according to the following formula: score = (lowest fee rate / quoted fee rate) * 30

ANNEX No 1 Graphic Design Examples

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Banners for eLearning Courses



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Logos



Images for web portal

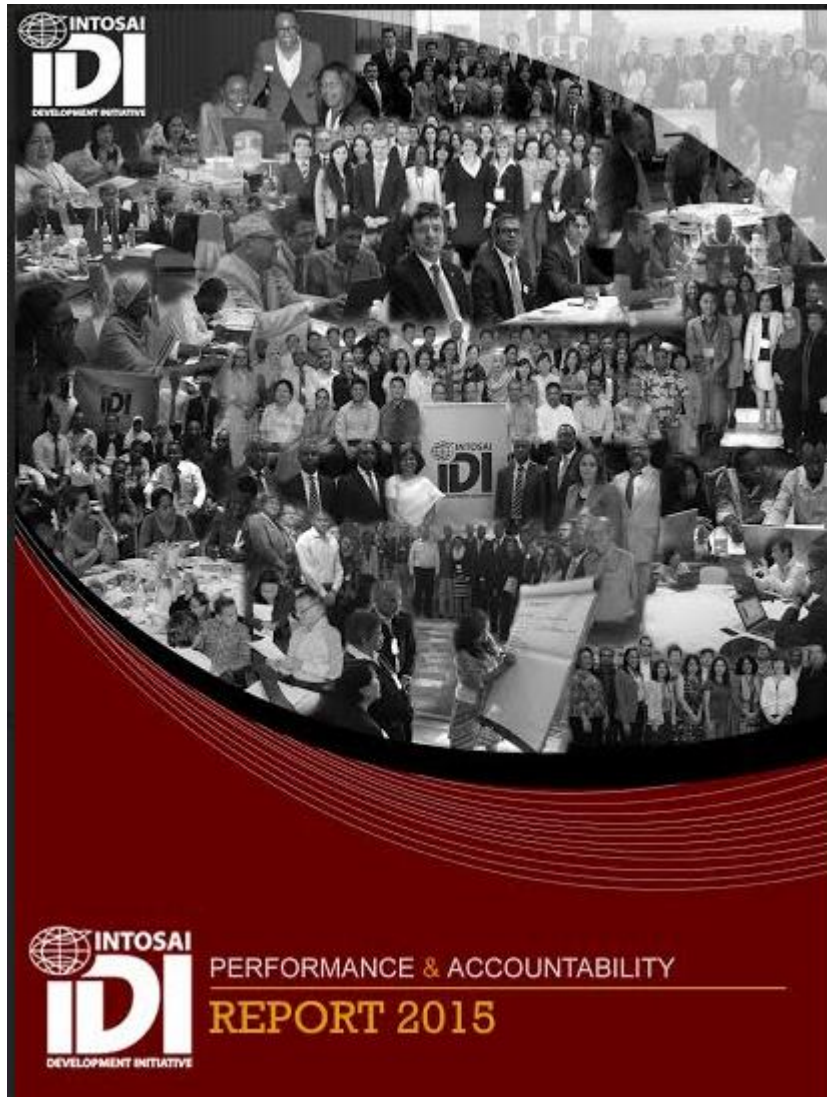


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Cover Pages



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Power Point Template

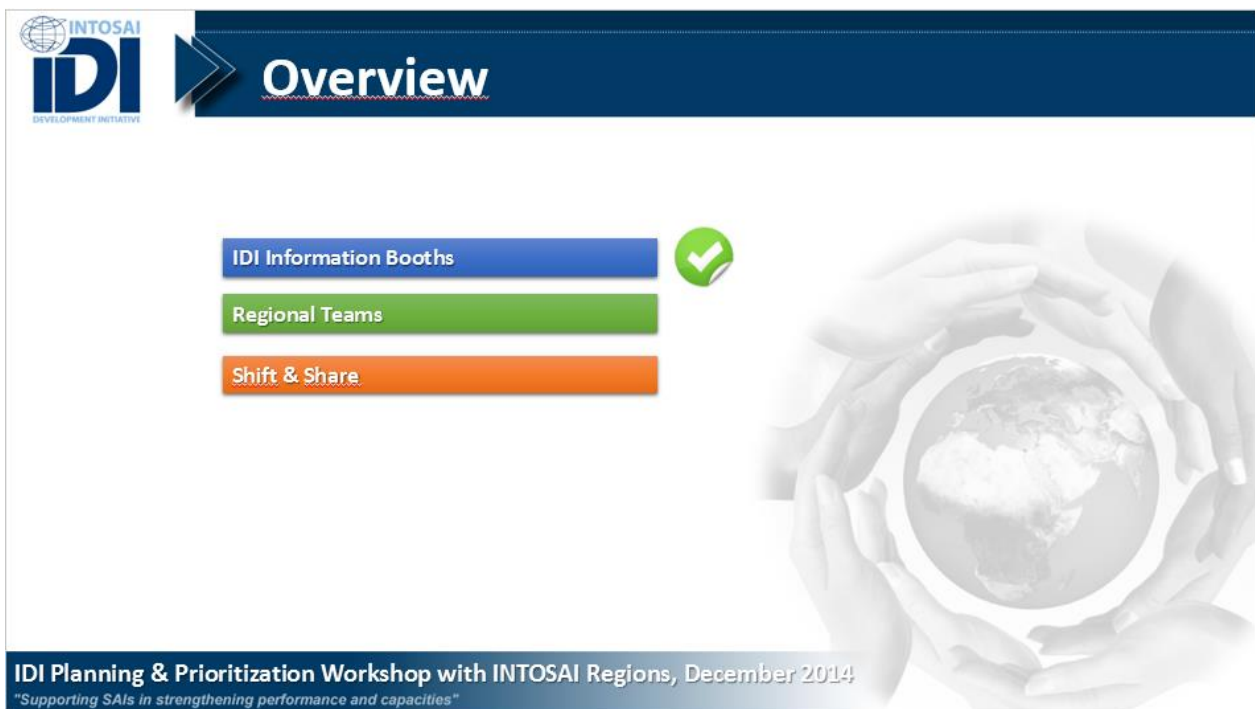


**INTOSAI
IDI
DEVELOPMENT INITIATIVE**

IDI Planning & Prioritization Workshop with INTOSAI Regions

1 to 3 December 2014
Oslo, Norway

"Supporting SAIs in strengthening performance and capacities"



**INTOSAI
IDI
DEVELOPMENT INITIATIVE**

Overview

IDI Information Booths ✓
Regional Teams
Shift & Share

IDI Planning & Prioritization Workshop with INTOSAI Regions, December 2014
"Supporting SAIs in strengthening performance and capacities"

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