

DESIGN, BRANDING AND PRINTING SERVICES

INTRODUCTION

Strømme Foundation (SF) is an International Development Organization headquartered in Norway. SF is committed to empowering people to overcome the root causes of poverty through its thematic focus on Education, Livelihoods, and Job creation. SF aims to realize its vision: “a world free from poverty” through long-term partnerships with local organizations.

Objective

This TOR aims to solicit proposals from qualified and experienced Design, branding, and printing service providers that can provide comprehensive and cost-effective design, branding, and printing services for Stromme Foundation Uganda. The services should include, but not be limited to, the following aspects:

- Design IEC materials in line with SFU’s branding and marking guidelines.
- Brand all SFU facilities, equipment, and products as per branding and marking guidelines.
- Printing branding and visibility items as agreed upon with SFU and in line with branding and marking guidelines.

Scope

The scope of this TOR covers the following:

- Layout and design of reports and other information and communication materials (banners, posters, booklets, leaflets, book chapters, calendars, brochures, newsletters, bulletins, flyers, cards) for printing and electronic distribution
- Deliver creative and innovative design ideas for print, electronic, and web-based content.
- Ensure that all publications, reports, and products are produced in line with the SFU branding and marking guidelines.
- Generate designs from the concept stage to final delivery and actively contribute to the creative process.
- Install branding items on agreed SFU facilities and equipment.
- Print IEC materials in line with SFU branding and marking guidelines and as required.
- Arrange upon request, to produce IEC materials in alternative formats like brail and large print.

Eligibility Criteria

- The service provider must clearly outline the role and responsibilities of a dedicated person (Account Manager) who shall serve as the primary liaison throughout the course of the service.
- The Service provider Must be able to supply service without initial deposits and invoice later for payment.
- The service provider must be authorized and registered to provide services.
- The Service provider must have been in business for at least five years.
- The Service provider must be able to respond promptly to orders.
- The Service provider must have the ability to always safeguard SF by ensuring the confidentiality and safety of information shared and demonstrate what measures they have in place to protect confidential information when they are tasked to.