

Call for graphic design services for the i-RESTORE project

Start date	21 August 2020
Contract	Around 15 days of work, to be discussed upon receiving offers
Location	Remote – Service Agreement with the Tdh Regional Office in Budapest, Hungary
Eligibility	Contractor status, able to provide a VAT invoice, must be registered in Europe
Deadline to apply	13 August 2020 (<i>recruitment is on-going until the consultancy is filled</i>)

ABOUT TERRE DES HOMMES

Terre des hommes (Tdh) is the leading Swiss organisation for children's aid. Since 1960, Tdh has helped build a better future for vulnerable children and their communities, making an impact with innovative and sustainable solutions. Active in around 40 countries, Tdh works with its own teams and/or local and international partners to develop and implement field projects which significantly improved the daily lives of over four million children and members of their communities in 2019, in the domains of health, protection and emergency relief.

Through our Access to Justice programme, we encourage states in Europe to provide effective access to justice for children in contact with the law. We support the implementation of non-custodial measures for children and of stronger procedural safeguards. With our partners, we promote the use of restorative justice processes in cases involving children, either as victims or suspects/offenders. Through innovative methodologies, we engage with children to ensure that we understand their views. At regional level, we facilitate the sharing of best practices and learning, awareness-raising and advocacy for child-friendly justice. We also support the creation of the [Barnahus](#) multi-disciplinary service that provides care for child victims and witnesses of violence and abuse.

ABOUT i-RESTORE

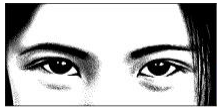
Tdh Regional Office in Hungary is leading the project "[i-RESTORE - Better Protecting Child Victims Rights through Restorative Justice](#)" (September 2019 until August 2021). The project's main objective is to promote the use of Restorative Justice in cases involving child victims by improving knowledge amongst national stakeholders on child-victim friendly Restorative Justice and empowering children to advocate for better protection of child victims.

OBJECTIVE OF THE CONSULTANCY

Terre des hommes needs to **design the three national research reports and the global research report** of the i-RESTORE project. The designing must be done in accordance to Tdh corporate design guidelines as well as the donor's visibility requirements.

The consultancy has the following **specific objectives**:

- Development of a layout template for the i-RESTORE research reports in accordance to Tdh design guidelines and the donor's visibility requirements



- Design of the two versions of the Research Report on Restorative Justice with child victims in Albania – one version in English and one version in Albanian (each version has 29'129 words)
- Design of the two versions of the Research Report on Restorative Justice with child victims in Greece – one version in English and one version in Greek (each version has 24'281 words)
- Design of the two versions of the Research Report on Restorative Justice with child victims in Romania – one version in English and one version in Romanian (each version has 30'231 words)
- Design of the Global Research Report on Restorative Justice with child victims in Albania, Greece and Romania – in English (46'153 words)

Altogether, the reports comprise (approximately) 435 pages (213'435 words). The reports will be shared with the selected candidate in Word format.

The service provider will work under the supervision of the Regional Project Coordinator for i-RESTORE. The service provider and the Project Coordinator will coordinate the schedule of the graphic design services.

EXPECTED DELIVERABLES

All deliverables should be produced within 15 days from the submission of the last report shared with the selected candidate. The expected deliverables are the following:

1. Research Report on Restorative Justice with child victims in Albania in English
2. Research Report on Restorative Justice with child victims in Albania in Albanian
3. Research Report on Restorative Justice with child victims in Greece in English
4. Research Report on Restorative Justice with child victims in Greece in Greek
5. Research Report on Restorative Justice with child victims in Romania in English
6. Research Report on Restorative Justice with child victims in Romania in Romanian
7. Global Research Report on Restorative Justice with child victims in Albania, Greece and Romania in English

The service provider will deliver each report in three formats: PDFs for digital use, files for printing and source files.

CONTRACTOR PROFILE

- At least 3 years' experience working in graphic design/ layout design
- Demonstrable design skills with a strong portfolio
- Experience working in the Europe region
- Capacity for rigor and precision
- Ability to uphold high standards under pressure and with tight deadlines
- Flexibility, availability and adaptability

BUDGET AND RESSOURCES

The contractor is required to submit a financial offer, clearly indicating the total costs for this assignment, **based on a daily rate**. Prices should be expressed in EUR, based on a total amount of no more than 15 days required to carry out the service. Prices should be **inclusive of all expenses**, charges, taxes incurred by the Contractor in fulfilment of its obligations.

The payment will be issued upon conclusion and final approval of the service.



TO APPLY

Qualified applicants are requested to submit:

1. **An updated CV**
2. **A Cover Letter**
3. **A portfolio with samples of similar previous work published**
4. **A Financial offer**

Please send the complete documents package to: mariama.diallo@tdh.ch and marcos.debarros@tdh.ch. Please include “*i-RESTORE Graphic Designer, your name and surname/name of your company*” in the subject line of the application email.

Incomplete applications will not be taken into consideration.

Applications will be analyzed by three evaluators and final scores will be given, using the following criteria and ratio: 70% for quality of the proposal (proven experience/skills, timeframe and quality of portfolio) and 30% as the financial offer (price/daily rate).

Child Safeguarding Policy: *To commit to respect Tdh Risk Management Policies including: Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.*

Gender & Diversity Policy: *To commit to respect Tdh Gender & Diversity Policy.*

Due to an anticipated high number of applications, Tdh is not in a position to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.