EDIT, DESIGN & LAYOUT - SPRING PROTECTION TOOLKIT

Opportunity closing date:
Wednesday, 14 April 2021

Opportunity type:
Request for Proposals

Introduction
Conservation South Africa, as a local affiliate of Conservation International, is committed to helping societies adopt a more sustainable approach to development one that considers and values nature at every turn and improves human well-being through the conservation of healthy ecosystems and the goods and services they provide. Conservation South Africa seeks to influence policy, develop markets, engage the private sector, and support communities to develop and implement conservation based economic growth models and long-term human well-being.

Services to be provided:
• Edit, design & layout of 80 pages for a Conservation South Africa “Spring Protection Toolkit”.
• Delivery of a print ready electronic file of the “Spring Protection Toolkit”.

Skills Required
• The service provider must be able and willing to edit and present the material in an accessible, logical, and visually compelling manner, in line with Conservation International’s Brand & Communications Guidelines
• Must have knowledge of and an appreciation for the interdependence between nature and people,
• Must have access to good internet and the necessary hardware and software to complete the brief,
• Must be able to work successfully online or visit the Johannesburg office of Conservation South Africa at your own cost.

Consultancy Deliverables and Budget
• Inception meeting
• Design & layout of 80 pages for the “Spring Protection Toolkit”.

Start & Delivery Date
Start Date: 1 May 2021
First draft due by 31 May 2021
Delivery Date: 30 June 2021
Available Resources and Right Access
The service provider will have access to drafted content, photos, Brand and Communications Guidelines, and any relevant graphic material as identified during the consultancy.

Confidentiality
By accepting this invitation to take part in the bid process, you agree to keep in confidence all information provided to you, whether written or oral, in relation to the bid process and/or in relation to the organization’s business generally which is not already in the public domain, to use it only for the purposes of this bid and for no other reason and not to disclose any of the said information to any third party.

Bid Process
Applications responding to this Request for Proposals (RFP) are due, via e-mail, by 15:00 on Wednesday 14 April 2021 and should be made to csaprocurement@conservation.org. Applications received after the deadline will not be considered.

The application should include:
• A brief proposal including the qualifications, experience and capacity of the applicant/s.
• Details of any added value that the applicant could bring to the project,
• Examples of previous work,
• A project work outline for achieving the deliverables under this RFP by the 30 June 2021,
• A current tax clearance certificate,
• A current BBBEE affidavit
• Signed confirmation that the applicant agrees to accept the terms and conditions of the contract as described in this RFP.
• A cost breakdown for the delivery of the services (please note that this work is donor funded and thus reasonableness of the cost will be a factor in selection of the successful proposal due to budget constraints).

Upon approval of the proposal the successful service provider will be required to sign a service agreement.

Applicants who have received no response within 7 working days of the closing should kindly assume that their bid was unsuccessful. CSA reserves the right not to appoint a service provider.