

Request for Offers

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite graphic designers to submit a quotation for the provision of the services described below as per requirements set out in this request for offers (RFO).

Reference number	[RFO/2025/KLT/(01)]
Project number	[9438]
Posting date	[23 September 2025]
Deadline for submission of the offer	[13 October 2025], [23.59], Geneva Time
Currency	The quotation shall be presented in Swiss Francs (CHF), GBP or EUR
Language	The quotation shall be submitted in English
Submit to	communications@gichd.org

RFO Terms

By participating in this RFO (e.g., by submitting an offer), you agree to the following terms:

- This RFO is not a contractual offer and does not create any obligation on the part of GICHD to award a contract or to accept any offer. GICHD reserves the right to reject any or all offers, to withdraw or amend this RFO at any time, or to cancel the procurement process without providing reasons and without incurring any liability towards the participants.
- GICHD shall not be liable for any costs or expenses incurred by the participants in connection with the preparation or submission of an offer.
- GICHD is under no obligation to provide feedback or explanations regarding the selection or rejection of any offer.
- Evaluation of offers will be at the sole discretion of GICHD.
- GICHD reserves the right to negotiate the terms of any offer or contract, including price, scope, and timelines, with any participant.
- This RFO and any related process shall be governed by the laws of Switzerland and subject to the exclusive jurisdiction of the courts of Geneva, Switzerland.

Requirements

<p>Specification of services: Design, art direction, layout and project management</p>	<p>The selected supplier will support the GICHD Communications team by providing design support and art direction with various communications materials over a period of 24 months (with a possibility for renewal) with the following scope:</p> <p>1. Design process:</p> <p>The selected supplier will provide support in designing various communication materials in the field of corporate communication (publications/reports, annual report, branding). He/she will also provide support in designing logos, icons, infographics and other branded materials.</p> <p>The selected supplier will suggest design options when starting a project. He/she will then be available for design edits rounds requested by the Communications team. He/she will make suggestions on design depending on the type of content drafted by the GICHD ensuring a consistent professional, serious, clean branding.</p> <p>2. Corporate Identity:</p> <p>All design produced by the selected supplier should be consistent with the GICHD's corporate identity.</p> <p>3. Multi-language support:</p> <p>The selected supplier should be able to support designing publications and other communications materials in French, English, Spanish.</p> <p>4. Gender equality and inclusion</p> <p>The GICHD is committed to creating inclusive and accessible communications materials. The selected supplier is expected to demonstrate how they will:</p> <ul style="list-style-type: none"> • Enhance the communications materials in a way that is accessible for an audience with disabilities and different types of impairments. • Adjust materials, methods and media to ensure they are gender and diversity inclusive.

Service provider qualifications	<p>The prospective provider will be required to have the following qualifications and skills:</p> <ul style="list-style-type: none"> • Proven experience in designing reports in the field of corporate communication (annual report, branding) • Proven experience in designing logos, icons, infographics, reports, templates and other branded materials • Proven experience in creating style guides and brand development • Good understanding of GICHD's style guide • Knowledge of Adobe Acrobat, InDesign and Photoshop • Good project management skills and ability to deliver within tight timeframes • Excellent professional knowledge of English • A proven track record of implementing similar projects to those outlined in the specification of services, reflected in the company profile. • Familiarity with disability friendly design to ensure that the content and design are gender and diversity inclusive. <p>Experience in or working with the non-profit, humanitarian or development sectors, ideally in mine action.</p>
Timing	<p>Activities under this project are expected to commence on 20 October 2025, for a period of 24 months with a possibility for renewal. The selected supplier should be available for a minimum of 260 hours over a 24-month period, after signature of the contract by both parties.</p> <p>It is not envisaged that the selected supplier will work full-time, but he/she should have time to support the Communications team on a flexible basis, especially in busy periods: in March-June and October-December.</p> <p>Each design project will be decided between the Communications team and the selected supplier on an ad hoc basis. Each time a design project starts, the Communications team will reach out to the selected supplier to discuss availability for the specific project. If the selected supplier is available to support, he/she and the Communications team will decide on each deadline at the start of each project. The selected supplier must be available to reach all milestones within deadlines to be agreed for each project.</p>
Terms	<p>Suppliers must agree to comply with GICHD's Partner Code of Conduct General Terms and Conditions, and any donor-mandated compliance clauses.</p>

Pricing/fees	The selected supplier will present a quote at the beginning of each project, describing tasks, number of hours required to complete the project and the hourly rate.
Location	The task is expected to be conducted remotely.

Proposal

The supplier shall provide a coherent, organized and clear proposal in response to the request. The proposal should at least cover the following items:

- Name of company/individual
- Address, contact details
- Description of how the requirements set out above will be met by the supplier
- CV of supplier(s)
- A short portfolio/examples of previous design work with non-profits, humanitarian, or development sectors (3-4 projects)
- Testimonials/reference(s) from previous client(s). Reference contact details are required.
- A proof of registration as an independent consultant (if based in Switzerland or the EU)
- Pricing: A financial offer specifying the hourly fee and daily fee