



Request for Proposal (RFP):
Design Services for Reports, Publications and Digital Content
GRC/RFP/P26-017

<https://globalrightscompliance.org/>

Stichting "Global Rights Compliance Foundation", Prinses Margrietplantsoen 33, 2595 AM Gravenhage Nederland
Kvk number 70 048436, RSIN number 85811884.

Procuring Entity	Global Rights Compliance Foundation (https://globalrightscompliance.org/)
Type of the Contract	RFP for Design Services for Reports, Publications and Digital Content.
Language (s) required	GRC seeks to establish framework agreements with up to three (3) design service suppliers. English capability is mandatory for all suppliers. In addition, at least one supplier must demonstrate capacity to deliver in Ukrainian, and at least one supplier must demonstrate capacity to deliver in Arabic
Duration	One (1) year framework contract, renewable subject to satisfactory performance and continued availability of donor funds.
RFP/RFQ Issue Date	08 April 2026
RFP/RFQ Closing Date & Time	22 April 2026

The successful bidder(s) will be formally notified by GRC via e-mail..

Enclosed is a Request for Proposal (RFP) for Design Services for Reports, Publications and Digital Content. Global Rights Compliance Foundation acting as the Procuring Entity, invites qualified firms and organizations to submit their best-value proposal for the specified service (s).

The award of any subcontract is contingent upon the availability of donor funds, successful negotiation of the budget and contractual terms, and donor/client approval where required.

Offerors are advised that, following the submission of proposals, payment schedules and implementation timelines may be subject to revision prior to the signing of the final contractual agreement with the selected Service Provider(s).

1. General Background

Global Rights Compliance (GRC) is an international law foundation dedicated to promoting accountability through the innovative application of international law. Operating in conflict-affected and high-risk regions across the globe, GRC combines legal expertise with extensive practical experience to support national and international investigations, prosecutions, and transitional justice initiatives. GRC works in close partnership with governments, international institutions, businesses, and civil society organisations.

To disseminate research findings and advocacy materials to diverse audiences across multiple languages and regions, GRC regularly produces a wide range of knowledge and communications products - including research reports, thematic briefs, storymap narratives, landing pages, brochures, and pamphlets.

To ensure the consistent production of high-quality, professionally designed materials, GRC is seeking to establish framework agreements with up to three (3) design service suppliers.

Further information about GRC is available at <https://globalrightscompliance.org/>

2. Objective of the Service

The objective of this procurement is to identify and contract up to three (3) qualified design service suppliers with whom Global Rights Compliance (GRC) will establish framework agreements. Each framework agreement will be valid for one (1) year, renewable subject to satisfactory performance and continued availability of donor funds.

Under these agreements, suppliers will be engaged through purchase orders for specific design assignments. This structure ensures flexibility while maintaining fixed rates and compliance with donor procurement requirements.

The selected suppliers will be required to design and format high-quality, professional materials that are fully aligned with GRC's visual identity, brand guidelines, and organisational standards.

All suppliers must be capable of delivering in English. In addition, at least one supplier must demonstrate capacity to deliver in Ukrainian, and at least one supplier must demonstrate capacity to deliver in Arabic.

The objective is to guarantee that GRC's reports, publications, digital content, and outreach materials are consistently produced to a high professional standard, accessible to diverse audiences, and compliant with donor visibility and branding requirements.

3. Scope of Work

Contracted suppliers will be required to provide design services across the following categories of output:

- **Reports and Publications**
 - Infographics and illustrated summaries
 - Charts, graphs, and statistical visualisations
 - Maps and geographic data displays
 - Formatting of long-form reports and thematic briefs
- **Digital and Online Content**
 - Storymaps and narrative web features
 - Landing pages and microsite layouts
 - Interactive digital content and prototypes
- **Outreach Materials**
 - Brochures, leaflets, and pamphlets
 - Advocacy and visibility materials for the projects

All outputs must be designed and formatted to a high professional standard, fully aligned with GRC's visual identity, brand guidelines, and organisational standards. Suppliers must demonstrate the ability to deliver materials that are clear, accessible, and tailored to diverse audiences, including donor visibility requirements.

Assignments will be issued under the framework agreement through purchase orders, specifying deliverables, timelines, and fixed prices in accordance with the supplier(s)' agreed rate schedule.

4. Framework Agreement Structure

Global Rights Compliance (GRC) intends to establish framework agreements with up to three (3) suppliers. The key features of these agreements are as follows:

- **Duration:** One (1) year from the date of signature, renewable subject to satisfactory performance and continued availability of donor funds.
- **Basis of Engagement:** Specific design assignments will be contracted through purchase orders issued under the framework agreement.
- **Rates:** Pricing will be agreed and fixed at the framework level, in accordance with the supplier's submitted pricing schedule.
- **Language Requirements:** English capability is mandatory for all suppliers. In addition, at least one supplier must demonstrate capacity to deliver in Ukrainian, and at least one supplier must demonstrate capacity to deliver in Arabic.
- **Renewal and Extension:** Renewal of the framework agreement beyond the initial term will be contingent upon donor approval, satisfactory supplier performance, and continued funding availability.

5. Required Qualifications and Experience

Offerors must demonstrate the following minimum qualifications and experience:

- **Professional Experience**
 - At least three (3) years of professional experience in graphic design, with a proven track record in designing publications, reports, or comparable long-form documents.
 - Demonstrated experience working with international organisations, NGOs, UN agencies, or donor-funded projects.
- **Technical Expertise**
 - Proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop), Figma, or equivalent professional design tools.
 - Demonstrated capacity in data visualisation, including charts, infographics, and statistical graphics.
 - Ability to adhere to and apply brand guidelines and house style requirements.
- **Language Capabilities**
 - Professional proficiency in English is mandatory for all Offerors.
 - At least one Offeror must demonstrate experience in Ukrainian-language design, including Cyrillic typesetting.
 - At least one Offeror must demonstrate experience in Arabic-language design, including right-to-left typesetting and bilingual layout.
- **Portfolio and References**
 - A strong and diverse portfolio demonstrating at least three (3) relevant design projects of comparable scope.
 - Two (2) professional references from comparable institutional clients, including contact details.
- **Project Management Capacity**
 - Reliable ability to meet agreed deadlines and manage multiple concurrent assignments.
 - Demonstrated capacity to deliver high-quality outputs under tight timelines, including rush assignments when required.

6. Core Design Package - Reports and Publications

Report Size (Pages)	No. of Concept Designs	No. of Graphs / Data Visualisation	No. of Rounds of Amendments	Indicative Turnaround Time	Cost
1–20 pages					
20–40 pages					
40–60 pages					
60–80 pages					
80–120 pages					

Note: Offerors may leave the 'Cost' column blank where a particular page-count tier is not within the scope of their offer; however, they are strongly encouraged to provide pricing across all tiers.

7. Additional and Optional Costs

In addition to the core package pricing above, Offerors must provide unit costs for the following additional services:

Additional Service	Unit / Description	Cost
Additional graphs and data visualisations (beyond those included in core package)	Per graph / visualisation	
Image sourcing (stock photography, licensed imagery)	Per image	
Custom illustrations	Per illustration	
Translation layout / typesetting (Arabic or Ukrainian)	Per page	
Rush delivery surcharge (turnaround < 5 business days)	% uplift on base fee	
Any other additional service		

8. Proposal Submission

To be considered, Offerors must submit a complete proposal, as per the attachments below, by the closing date and time indicated in this solicitation. Proposals must be prepared in English (unless otherwise required), clearly written, easy to review, and strictly follow the instructions provided, containing only the requested information.

All requests for clarification must be submitted in writing and addressed via e-mail to the designated Procurement Contact: procurement@grcompliance.org , with a copy (cc) to zinebreffass@globalrightscompliance.co.uk no later than **8 days** from the issue date of this RFP. The solicitation number should be stated in the subject line.

Proposals must be submitted in two separate parts: (i) Technical Proposal and (ii) Financial Proposal. All submissions must be sent electronically, with the e-mail subject line clearly stating “**GRC/RFP/P26-017/Design Services for Reports, Publications and Digital Content**”. Proposals should be addressed to the designated Procurement Contact at : procurement@grcompliance.org , with a copy (cc) to zinebreffass@globalrightscompliance.co.uk

Offerors are reminded to treat all information contained in this solicitation with strict professional confidentiality. The successful firm will be required to sign a Non-Disclosure Agreement (NDA) or Confidentiality Agreement prior to commencing the assignment.

Sincerely,
GRC Procurement Department

Attachments:

- Attachment I :Instructions to Offerors
- Attachment II :Evaluation Criteria
- Attachment III :Cover Letter

Attachment I
INSTRUCTIONS TO OFFERORS

A. General Instructions

These Instructions to Offerors do not form part of the offer or the contract; they are intended solely to guide Offerors in preparing their proposals. Please read and follow these instructions carefully.

1. **Language and Format:** Proposals and all related documents must be written in English unless otherwise explicitly requested by GRC. Proposals should be single-spaced, with clear section headings, and presented in the order specified in Attachment III – Evaluation Criteria.
2. **Original Work Requirement:** Proposals must reflect the Offeror’s own work. Any external sources must be properly cited. Plagiarized content will result in automatic disqualification.
3. **Currency and Pricing:** All cost and price figures must be presented in USD (gross of tax, net of customs duties). The resulting agreement will be issued as a firm fixed-price purchase order in USD.
4. **Validity Period:** The Offerors must state in their proposal the validity period of their offer. The minimum acceptance period is **90 days** after the closing date of the RFP. If an Offeror provides a shorter validity period, they will be asked to revise it. Failure to extend validity will result in rejection
5. **Separation of Technical and Financial Proposals:** The **Technical and Financial Proposals** must be submitted separately.
6. **Legal Registration:** Offerors must be licensed entities, evidenced by submission of a valid **Business License** or official registration. The license must clearly show a license number, authentication stamp, and dates of issue and expiry.
7. **Costs of Proposal Preparation:** No costs incurred in preparing and submitting proposals are reimbursable by GRC. All such costs remain the responsibility of the Offeror.
8. **Responsibility Determination** Awards shall only be made to “responsive” companies. To enable GRC to make this determination, Offerors must provide a **cover letter** as outlined in *Attachment IV*.
9. **Late Offers:** Offerors are wholly responsible for ensuring their proposals are received by the deadline. Late offers will be recommended for rejection, even if delays were beyond the Offeror’s control. Acceptance of late offers is at the sole discretion of the Procurement Department.
10. **Modification or Withdrawal of Offers:** Offerors may withdraw, modify, or correct their proposals after submission, provided the request is made before the RFP closing date.
11. **Disposition of Proposals:** Proposals submitted in response to this RFP will not be returned. Reasonable effort will be made to ensure confidentiality. If proprietary information is included, Offerors must clearly mark it as “**Confidential and Proprietary**” so it can be treated appropriately.
12. **Clarifications and Amendments:** Any questions regarding this solicitation must be submitted in **writing via e-mail** to, procurement@grcompliance.org , with a copy (cc) to zinebreffass@globalrightscompliance.co.uk. No questions/clarifications will be entertained if they are received by another means. The solicitation number should be stated in the subject. Responses will be shared with all participating Offerors to ensure fairness and transparency.
13. **Discussions and Award:** GRC anticipates that discussions with Offerors may be conducted; however, it reserves the right to make an award without discussions. Offerors are strongly advised to submit their best and final offer at the outset.

Failure to comply with these instructions will render the Offeror “unresponsive,” and the proposal may be rejected.

B. Submission of Proposal:

Proposals must be delivered electronically no later than the specified closing date and time to the designated e-mail address (s).

Offerors who fail to submit their Technical and Financial Proposals as separate documents will be automatically disqualified.

C. Content of Proposal:

The complete proposal shall consist of the following four sections:

- i. The Cover Letter (Attachment III)
 - ii. Copy of the Offeror's Valid Business license
 - iii. The Technical Proposal
 - iv. Portfolio of relevant work
 - v. Professional References
 - vi. The Financial Proposal
- 1) Cover Letter: should be on the Offeror's letterhead and MUST contain the information requested in Attachment III.
 - 2) Business License :A valid copy of the Offeror's Business License or official registration must be submitted. The license must clearly show the license number, dates of issue and expiry.
 - 3) Technical Proposal (max one page) addressing:
 - a) Overview of the offeror's design practice and relevant experience.
 - b) Confirmation of language capabilities (English mandatory; state any additional languages offered, particularly Arabic and/or Ukrainian).
 - 4) Portfolio of relevant work: a minimum of three (3) examples of relevant design projects, with a brief description of each, including the client, scope, and the offeror's specific role.
 - 5) Two (2) professional references, including contact details, from comparable institutional clients.
 - 6) Financial Proposal: must be in a separate section from the technical proposal and will primarily indicate the cost for performing the work specified in this **RFP**. The Financial proposal should include the following information:
 - a) A detailed budget providing a breakdown of all costs.
 - b) Detailed and comprehensive cost notes explaining each line item in the budget and justifying why these items are necessary for implementation of the activity.

Failure to comply with any of the above requirements will result in the Offeror being considered "unresponsive," and the proposal may be rejected.

If an Offeror provides insufficient information in either the Technical or Financial Proposal, GRC reserves the right to request additional information or to request a revised proposal from the Offeror.

**Attachment II
EVALUATION CRITERIA**

Basis of Award:

The award will be made to the Offeror (s) whose proposal represents the **Best Value for Money** to GRC: the optimal combination of technical merit and cost reasonableness. Proposals will be evaluated first on technical criteria, followed by a review of financial proposals.

EVALUATION CRITERIA

1. Technical Competence (70% of total score)

A. Technical Approach

Offerors must provide a clear, specific, and comprehensive Technical Proposal that demonstrates both the conceptual framework and practical methodology for achieving the objectives of the assignment. The proposal must address the following items in the order specified:

Criteria	Requirement	Points Available
1) Willingness to Implement	Offerors must explicitly confirm their willingness to implement the Scope of Work as detailed in the solicitation. A positive statement is required. Failure to provide this statement will result in automatic disqualification.	Pass/Fail
2) Technical Approach	Clear, specific, and comprehensive methodology for delivering high-quality outputs aligned with GRC's brand guidelines and standards.	30
3) Past Performance & Experience	Minimum 3 years of professional design experience; portfolio of at least 3 comparable projects; demonstrated work with NGOs/UN/donor-funded clients.	20
4) Language Capabilities	English proficiency mandatory (Pass/Fail). Additional scoring for demonstrated capacity in Ukrainian and/or Arabic.	10
5) Project Management Capacity	Ability to meet deadlines, manage multiple assignments, and deliver under tight timelines.	10

Proposals that fail to respond to the majority of the information requested in the Statement of Work and Evaluation Criteria will be considered non-responsive and automatically disqualified

B. Supporting Documentation (Not Scored)

Offerors may submit recommendation letters, certificates, or other supporting documentation. These should be attached separately from the Technical Proposal. While not scored, they may be considered as supplementary evidence of capacity.

2. Cost Reasonableness and Financial Capability – presented in the Financial Proposal. (30% of total score)

- a) Please submit a detailed budget to carry out this work. GRC's review of the Cost Proposal shall determine if the overall costs proposed are realistic for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the Offeror's Technical Proposal. GRC will also review individual line items and determine if they are allowable, allocable, and reasonable.
- b) Offerors are required to provide **brief explanatory notes** for each cost item (e.g., basis of per-page rate, per-graph fee, rush surcharge).

Failure to provide a detailed budget and narrative, or submission of unrealistic, unallowable, or unreasonable costs, will render the proposal non-responsive and subject to disqualification.

Best value determination:

GRC will evaluate proposals on a **best value for money basis**, consistent with its procurement principles. Both technical capacity and cost will be considered. The Technical Proposal will represent **70% of the final score**, and the Financial Proposal will represent **30% of the final score**.

In exceptional cases, GRC may award to an Offeror other than the highest technically rated or lowest-priced, if this represents the best overall value. GRC reserves the right to request additional supporting documentation or a revised proposal if insufficient information has been provided. Failure to provide requested information will result in disqualification

**ATTACHMENT III
FORMAT FOR PROPOSAL COVER LETTER – TO BE PRINTED ON ORGANIZATIONAL LETTERHEAD**

City, Country
<Date>

To: GRC Procurement Team

Dear Sir / Madam:

We, the undersigned, hereby submit our proposal to undertake **[Insert RFP No.] – [Insert Project Title]**, in accordance with your Request for Proposal dated **[Insert MM/DD/YYYY]** and our Technical and Financial Proposal submitted herein.

Our organization's details are as follows:

- i. Company's Name
- ii. Company's Address
- iii. Name of Company's authorized representative:
- iv. Telephone #/Cellular Phone #, Email address:
- v. Validity Period of Proposal
- vi. Copy of a valid Business License

Our proposal shall remain binding upon us, subject to any modifications resulting from negotiation, until the expiration of the validity period stated herein. We understand that Global Rights Compliance is not bound to accept this or any other proposal received.

We further certify that our organization:

- (a) possesses adequate financial resources, including appropriate insurance coverage, to perform the work stated herein, or has the ability to obtain them without delay.
- (b) Is able to comply with the required delivery and performance schedule, taking into account all existing commitments and constraints;
- (c) has a satisfactory record of past performance;
- (d) maintains a satisfactory record of integrity and business ethics;
- (e) has the necessary technical capacity, equipment, and facilities, or the ability to obtain them; and
- (f) is otherwise qualified and eligible to receive an award under applicable laws, regulations, and donor requirements

Sincerely,

Authorized Signature:
Name and Title of Signatory:
Date: