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## OPEN CALL for Creative Services Providers for Pact

**Location:** Pact - Global (Remote)

**Type of Services Sought:** Graphic Design and/or Photo and/or Video services

**Date of Solicitation:** November 14, 2018

**Submission Date and time:** Open

**Submit Questions to:**

**Estimated Delivery/ Performance Date:** To be determined by individual scopes of work

### INTRODUCTION

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A nonprofit international development organization founded in 1971, Pact works on the ground in nearly 40 countries to improve the lives of those who are challenged by poverty and marginalization. We strive for a world where all people are heard, capable and vibrant. Pact is a recognized leader in integrated development. Our integrated approach combines interventions in purposeful ways to address development challenges holistically, always tailored to local needs.

This global work requires a robust and capable strategic communications team to educate, inform and inspire our shareholders. Integrated Communications, Pact's internal communicators, is seeking to build a roster of individuals and firms to partner with in designing and producing creative and strategic marketing and operational collateral.

Requirements/ Technical Specifications Reporting to the Senior Director of Integrated Communications, and working in close collaboration with Pact's Senior Designer and Design Coordinator under a clearly-defined Statement of Work, these individuals and firms will partner with internal and external clients and partners across the globe in **one, some or all** of the following creative services:

- **Graphic design and document formatting services** to include reports, manuals, templates, identity systems, conference material, information graphics, web and social media graphics and related collateral for print, digital and display environments
- **Business proposal design services** to include conceptual diagrams, graphics and information visualizations, document formatting and file preparation
- **Photography services** to include photo capture, photo editing and captioning
- **Videography services** to include video capture, editing, animation and titling

### DESIRED QUALIFICATIONS

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The following qualifications are sought in the individual providing the services, as applicable:

- A strong, clean creative aesthetic, knowledge of design fundamentals and ability to follow brand guidelines and creative briefs;
- Responsive to both extended as well as short-turnaround work, communicating quickly and effectively through digital methods;
- Able to work quickly and collaboratively with a remote team with own hardware and software;

- Able to visually conceptualize complicated systems and processes in concise diagrams intended for business development and donor reports
- University degree in graphic design, visual communication or related discipline;
- At least 3 years of experience in the use of graphic art in communications; arts, graphic design, photography, videography or related fields;
- Demonstrated experience in working with different media including photography, videography graphic designs, communication material and installations;
- Experience in developing innovative means of communication;
- Excellent rapport in understanding culturally diverse audiences for messaging;
- Demonstrated ability to work independently with a minimum of guidance while seeing consensus, and ability to deliver on target and on time;
- Advanced software skills in the following programs: Adobe InDesign, Photoshop and Illustrator (for graphic designers), Adobe Photoshop, Lightroom and digital asset management programs (for photographers), and Adobe Premiere and After Effects (for videographers), as well as related programs;
- Ability to design in Microsoft Word and PowerPoint;
- Experience with light copy-editing would be a plus;
- Fluency in the English language required, with strong, confident command of both written and oral English;
- Access to an existing network of printers and production applicants in multiple locations is an asset;
- Individuals must not have been Pact employees (salaried, part-time or temp.) for the past year

#### **ELIGIBILITY**

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This solicitation is open to both individual consultants and firms.

#### **APPLICATION INSTRUCTIONS**

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Interested applicants are asked to submit a single, short document in pdf format consisting of the following information:

- A Resume/Curriculum Vitae for individuals, and, for firms, a capabilities statement and resume/CVs for chief creative officers
- An electronic Portfolio of work (applicants without a web link will not be considered)
- A statement of which service (Graphic design and/or Photography and/or Videography) would be provided
- A daily rate statement, expressed in a USD daily rate (8 hour work day) and itemized by service offered
- Validity period of offer

Submissions must be forwarded in PDF electronic format only to [speterson@pactworld.org](mailto:speterson@pactworld.org). Submissions should not contain any unnecessary promotional material or elaborate presentation formats. Applicants must not submit zipped files. Please state “Creative Services Vendor Opportunity” in the e-mail subject line.

#### **EVALUATION CRITERIA**

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Pact may award multiple indefinite quantity agreements resulting from this solicitation to responsible applicants whose quote will be best value for Pact, price and other factors considered. The following factors shall be used to evaluate offers:

- Technical capability to meet the Pact's requirements;
- Price; and,
- Past performance.

#### **TERMS AND CONDITIONS**

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- Pact reserves the right to modify by written notice the terms of this solicitation at any time in its sole discretion. Pact may cancel the solicitation at any time
- Pact may reject any or all proposals received.
- Issuance of solicitation does not constitute award commitment by Pact.
- Pact reserves the right to disqualify any quotation based on applicant's failure to follow solicitation instructions.
- Pact will not compensate applicants for their response to the solicitation.
- Pact reserves the right to issue an award based on initial evaluation of applications without further discussion.
- Pact may choose to award only part of the scope of work in the solicitation or to issue multiple awards the scope of work.
- Pact reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- Pact may contact applicants to confirm contact person, address, and that the proposal was submitted for this solicitation.
- Pact may contact listed past performance references without notice to the applicant. Pact also reserves the right to contact other past performance information sources that the Applicant did not list in the proposal.
- A copy of the terms and conditions of award is available upon request. By submitting a proposal, the Applicant confirms they understand the terms and conditions.
- Information pertaining to and obtained from the Applicant as a result of participation in this solicitation is confidential. The Applicant consents to the disclosure of the documents submitted by the Applicant to the reviewers involved in the selection process. Please note that all reviewers are bound by non-disclosure agreements.