

**CALL FOR TENDERS
SELECTION OF A COMMUNICATIONS AGENCY FOR:**

Print production of Caritas CARES poverty reports and accompanying PR material

Caritas Europa (CE) is the network of 49 Caritas organisations in 46 European countries. It is one of the seven regions of Caritas Internationalis. Our vision is of a civilisation of love and justice where every human person can flourish and live in peace and dignity as part of one human family. CE has a heartfelt commitment to analyse and fight poverty and social exclusion, and to promote true integral human development, social justice and sustainable social systems in Europe and throughout the world. CE advocates for, and with, people in need in order to transform society into a more just and inclusive civilisation. CE recognises the need for mutual learning and innovation in all we do. CE is active in the fields of advocacy, humanitarian aid and institutional development. More information about CE can be found on our website: www.caritas.eu.

Caritas Europa is issuing this call for tenders with a view to selecting a service provider, who shall perform the duties described in the terms of reference below.

Should any problems of interpretation arise in the course of drawing up the tender documents, interested parties may submit via e-mail (see the address under point 7 below) a request for further information.

There is no commitment on the part of CE to accept any tender or part thereof that is received in response to the call for tenders. CE reserves the right to accept tenders with non-substantial defects and to reject tenders received after the deadline for receipt of tenders, without indemnity or justification.

CE reserves the right to modify or cancel all or part of the call for tenders, should the need arise, without having to justify its actions and without such action conferring any right to compensation on applicants. CE reserves the right to extend the deadline for receipt of the tenders. In that case, all the applicants and applications will be subject to this new deadline.

Tenders are not paid. No reimbursement of expenses related to the preparation of any tender will be made by CE.

The call for tenders and any further information communicated to the applicant, or which came to the applicant's knowledge in the course of the call for tenders and the performance of the work, are confidential and are strictly dedicated to the purpose of the call for tenders.

The deadline for receiving tenders is Friday, 31 May 2019 at 23:59 CET.

1. Introduction

The Caritas Europa CARES poverty reports are to be published throughout autumn 2019 until early 2020. The European CARES report will be in English, while the national reports will be in English and the respective national language. In view of this, Caritas Europa is looking for a service provider to carry out the complete print production of the European CARES report in English, which is to serve as a template for the national reports, and to develop relevant PR material to accompany these reports.

2. Deliverables and timing

Deliverables:

European and national CARES reports

The service provider will carry out:

- Design for cover and back cover of the European report, which is adaptable to the national reports;
- Layout design for the European report, which is adaptable to the national reports;
- Printer physical production of 300 copies of the European report
- File exports (PDF).

The European report consists of approximately 25 Word pages in English; in layout it is expected to be 45 pages.

CE will provide the necessary pictures for the European report.

Accompanying PR material

The service provider is expected to come up with innovative ideas for accompanying PR material to be used online (website and social media) and in printed form. All these materials need to be adaptable for the national contexts (language and images).

The service provider is expected to provide examples of the work achieved for approval on a regular basis and to make any adaptations on the basis of comments received from Caritas Europa staff.

Timing:

The design (cover, back cover and layout) for the CARES reports – to be done on the basis of a draft text of the European report – and the accompanying PR material are to be submitted by **1 October 2019**.

The European report in layout, including the printed copies and all files are to be submitted by **13 December 2019**.

All deliverables are to be submitted to Caritas Europa:

- Printed publications to be delivered to Caritas Europa, Rue de la Charité, 43, 1210 Brussels, Belgium;
- All files (including source files) to be sent via e-mail to sdevoght@caritas.eu.

3. Meetings

Meetings with the relevant CE staff in view of planning and approval are part of the tasks. The service provider is also expected to be available to deliver any ad-hoc support if needed.

4. Required profile:

The service provider will have:

- Solid and evidence-based experience in carrying out print and web production;
- Solid and evidence-based experience in producing creative PR material;
- Knowledge of, and preferably experience with, EU contractual requirements;
- Excellent communication skills in English.

5. Maximum budget

A maximum budget of EUR 6,350.00 (VAT included) is available in 2019 for the above-mentioned tasks and deliverables.

The intellectual property of the final and intermediate deliverables, amongst others print, web, source, planning and design will belong to Caritas Europa, according to the phases in production and payment that will be agreed with the service provider.

6. Tenders

The contract will be signed for tasks carried out in 2019.

To be considered, please send us:

- A brief technical note reflecting your understanding of the tasks and the approach you foresee to apply for the report and accompanying PR material;
- Draft work plan reflecting the above elements, including a timeline;
- Financial offer - per each deliverable/element;
- A justification of how your experience and profile match the above requirements;
- Examples of previous, relevant assignments.

Any add-ons proposed that represent added value to these terms of reference will be considered as such.

7. Tender process

Tenders, including the above items, are to be submitted by e-mail to Caritas Europa by the deadline of **Friday, 31 May 2019 at 23:59 CET** to secretary-general@caritas.eu and sdveoght@caritas.eu.

