TOR: DESIGN, LAYOUT, EDITING AND PROOFING AND PRINT PRODUCTION OF THE CLEAR-AA ANNUAL REPORT 2018

Table of Contents

1. Introduction

The Centre for Learning on Evaluation and Results, Anglophone Africa (CLEAR-AA) is one of six regional centres that are housed in academic institutions around the Globe with a remit to support the development of local demand for and practice of evaluation. CLEAR-AA is situated in the Faculty of Commerce, Law and Management at the University of the Witwatersrand in Johannesburg, South Africa.

CLEAR-AA is a response to an increased demand from government (inclusive of parliamentarians) and civil society for practical and applied Evaluation Capacity Development (ECD) weighed against the limited availability of relevant services in the region. With the aim of expanding and strengthening Monitoring and Evaluation and Performance Management capacity across the Anglophone region, CLEAR-AA develops and provides high-quality, applied, cost effective capacity building programmes, and connects with global learning to produce innovative materials and methods to enable practical knowledge-sharing, disseminated through its regional networks, such as the South African Evaluation Association, Twende Mbele and the African Parliamentary Network for Development Evaluation.

The programmatic work of CLEAR-AA is structured according to the following four business lines; (i) National Evaluation Systems (NES), (ii) Strengthening Legislative Oversight (SLO), (iii) Strengthening Evaluation Practice (SEP) and (iv) Strategic Knowledge Management and Applied Research (SKMAR).

Our Vision
A future where African society leaders use evaluation evidence to inform policy making and accelerate equitable development across the continent

Our Mission
CLEAR-AA works to promote the use of evaluation evidence in policy making across Anglophone Africa through programmes that drive innovation and indigenization, simultaneously strengthen supply of and demand for evaluation and generate local knowledge that contributes to a community of scholars and practitioners.

2. Project purpose

The purpose of this project is to appoint a service provider to:
- Design and layout of the Annual Report;
- Update of existing infographics
- Content (photographs and copy) will be provided by CLEAR-AA.
- Edit and proof read the content;
- Supply of an electronic PDF print ready copy. Must be suitable for website upload.
- Print production of the Annual Report

3. Objectives of the Annual Report

- Position CLEAR-AA as a thought leader in Monitoring and Evaluation technical support in Africa.
- Inform and educate stakeholders about the role and the mandate of CLEAR-AA.
- Promote the vision and strategic objectives of the organisation
- Convey the Annual Report theme: Regionalisation Strategy
- The document must leave an impression on the reader and reflect the progressive organisation that we are.

4. Scope of work

The service provider shall:

- Appoint a highly qualified editor to edit and proofread the Annual Report throughout the development process
- Understand the work of CLEAR-AA and interpret that into a user-friendly and visually aesthetic publication
- Produce 3 design concepts including an inside page layout example. The chosen design to be further enhanced as per CKLEAR-AA's feedback
- Update/Enhancement of 3 main existing infographics. This includes a 2 page spread of our year at a glance timeline; a 2 page spread of our key outputs for the year – this contains about 6 mini infographics to be captured within the double spread (note: *infographics to be redesigned*) ; and an enhancement of an existing double spread infographic (research focus infographic, includes our publications and conference list)
- A touch-up of the existing financials and a redesign of an existing organogram. May include figures and tables (optional costing)
- Produce a mock-up prior print production
- Supply of 200 x printed Annual Reports
- Supply separately a print ready PDF copy for website and the individual infographics
- Produce a contemporary product of exceptional high standard
- Provide a proposal with production process, example of previous Annual report work, design concepts, timelines and costings as per scope of work

5. Annual Report Specs

- The Annual Report look and feel to preferably conveying the theme of the Annual Report. The Back page to have our contact details as per previous Annual Report (to be provided)
- The content is estimated at 28 pages, including infographics, financials and organogram

- Print production as follows:
  Size: A4 Portrait
  Cover: Matt laminated and full colour throughout
  Stock: Cover 250 gsm and 140 gsm inside pages matt
  Colour: full colour throughout
  Quantity: 200

6. Duration

The service provider will deliver the Annual Report no later than the 6th of March 2019; estimated appointment date by the 14th January 2019. The service provider must provide CLEAR-AA with a comprehensive, methodology and timelines which critically shows how we will meet the deadline dates (key milestones) including costing. Competitive quotations will be considered.

For queries contact Talitha Hlaka on 011 717 3659 or email talitha.hlaka@wits.ac.za

Proposals to be submitted by 12:00pm 10th January 2019.