

TERMS OF REFERENCE (TOR)

Graphic Designer for the Smart Cities Innovation Program (SCIP) – Specialization of Innovation Support Organizations.

Project Title: Smart Cities Innovation Program (SCIP) – Specialization of Innovation Support Organizations

Client/Organisation: Yunus Environment Hub GmbH

Location: Remote

Engagement Month: February 2024

Working Duration: 8 hours

Reference Number: YEH23-04

Personnel Service Delivery: We are looking for a graphic designer to support in the design of a SCIP Playbook. The successful candidate will work remotely.

Background

Yunus Environment Hub

Yunus Environment Hub (YEH) is a global social business network creating solutions for the environmental crisis. Co-founded by Nobel Peace Prize Laureate Prof. Muhammad Yunus, YEH supports and develops social business solutions addressing environmental issues in a financially self-sustainable way. Focus areas are solutions for improved waste management and sustainable plastic recycling, circular economy, carbon neutrality, biodiversity, sustainable agriculture, and access to clean water and clean energy.

Make-IT in Africa

Make-IT in Africa believes in the catalytic power of African innovation and digital technologies for green and inclusive development. In close collaboration with digital visionaries like startups, innovation enablers and political partners, Make-IT in Africa empowers African innovation ecosystems. Together, they aim to strengthen an environment in which the full potential of African digital innovation can unfold.

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH implements this project on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ).

Smart Cities Innovation Program (SCIP) – Specialization of Innovation Support Organizations

Smart Cities Innovation Program (SCIP): Specialization of Innovation Support Organizations (ISOs) is an initiative led by Make-IT Africa and implemented by Yunus Environment Hub. The primary objective is to position selected ISOs as the go-to entities for smart cities innovation startups by providing specialized support, strengthening their internal capacities, providing access to global networks and ecosystems, as well as tools to strengthen the support offered to startups.

Scope of Work

- Designing a user-friendly Playbook that serves as a guide for ISOs employees at all levels
- Incorporate information provided by the YEH team to the Playbook and case studies to illustrate concepts

Qualifications or specialized knowledge/experience required.

- Prior experience in designing playbooks, manuals or similar business documents
- Proficiency in Adobe CC
- Have a keen eye for aesthetics and attention to detail
- Ability to manage deadlines and project schedules
- Fluency in English

The assignment will run from the date of contracting to 28th February 2024, in liaison with the YEH SCIP teams.

Application

Your offer should include:

1. Your CV and design portfolio (the portfolio can be sent as an attachment or a link to your website). Ensure your CV captures the following details.
 - i. Your full name and address
 - ii. Tax ID Number
 - iii. The TOR Reference number

Your offer should not exceed 5 pages.

Budget and Application

We are looking forward to receiving your offer including an application describing how you are going to deliver the services, relevant references of past experiences and a **financial offer (hourly rate) in Euros inclusive of all costs and taxes**. You are advised to use this link to generate the forex rates: [Exchange rate \(InforEuro\) \(europa.eu\)](https://www.inforeuro.eu/). Selection will be based on both technical bid and financial offer. Payment will be made after the acceptance of the delivery by the client and within 28 days after the submission of the invoice, which can only be raised after successful delivery of all services by 28th February 2024.

Please send your offer by e-mail to tenders@yunuseh.com before 15th February 2024.