



## Terms of Reference for Graphic Designing Services

### 1. Assignment Summary

<b>Type:</b>	Independent Contractor
<b>Location of assignment</b>	Zambia
<b>Activity System</b>	Market and Communications Work Stream
<b>Reports to</b>	Communications and Administration Manager
<b>Duration</b>	February 13 <sup>th</sup> 2025 to 18 <sup>th</sup> December, 2025

### 2. Overview

The [National Advisory Board for Impact Investment](#) (NABII) Zambia is seeking a talented and creative Graphic Designer to produce high-quality organizational designs for internal and external use. This includes designing the collaterals for the annual NABII event – the [Zambia Impact Investment Summit](#) (ZIIS) 2025.

The Graphic Designer will work on a consultancy basis, providing services as and when needed. Payment will be made upon final delivery and approval of the designs.

### 3. Work/Deliverables

The selected Graphic Designer will be responsible for

- **Organisation branding-** preparing an appropriate layout and design for NABII Zambia communications and visibility digital assets
- **ZIIS2025 collateral:** Developing event branding and marketing products for social media and the website
- **Printings:** Design printings i.e. brochures, flyers, folders, smart business cards, backdrops, communication briefs, Project/Research reports layout and formatting, multicolour infographics, and original illustrations.
- **Feedback Integration:** Revising designs based on feedback.

The Graphic Designer should research further independently in the context of the brief provided by the NABII. The designer will then submit an action plan to the Communications and Administration Manager. The agreed-upon brief and the action plan are then the assignment.

The Graphic Designer will closely coordinate with the Communication and Administration Manager and provide final softcopy editable templates and ready-to-print files accordingly.

4. **Duration:** The contract will be from 15<sup>th</sup> February 2025 to 14<sup>th</sup> December 2025, subject to renewal upon satisfactory experience.
5. **Payment:** Payment will be made upon final delivery of approved designs as indicated in the agreed budget proposal submitted by the Graphic designer.
6. **Deadlines:** I will be created after negotiation with the designer.
7. **Warranties:** The designer warrants to NABII Zambia Limited that the works are original works and in no way a violation of any existing copyright and that the designer has the power to grant the rights outlined in this agreement. The designer shall indemnify NABII Zambia Limited for legal liability incurred by it because the designs are a violation of these warranties.

## 8. PROFILE OF THE SERVICE PROVIDER

### 8.1 Professional Experience

- Proven experience in graphic design with a strong portfolio.
- Proficiency in design tools such as Adobe Creative Suite (Photoshop, Illustrator, InDesign).
- Ability to deliver high-quality designs within agreed timelines.
- Excellent communication and collaboration skills.
- Experience working on event-related projects is an added advantage

### 8.2 Engagement Terms

- The designer will work on an as-needed basis.
- Payment will be processed upon final delivery and approval of each design.
- The designer must be available for feedback and revisions within a reasonable timeframe

## 9. Modalities of Selection

A Selection Committee will evaluate the proposals using the following criteria and corresponding scores

Criteria	Maximum Score
Experience based on the portfolio of past projects	60
Financial offer	40
<b>Total</b>	<b>100</b>

## 10. Application Guidelines

Qualified and interested parties should submit their proposals to [secretariat@nabii.org.zm](mailto:secretariat@nabii.org.zm) no later than **February 5th, 2025**. Proposals should include:

- Expression of Interest (including financial proposal and expected payment terms)
- Documentation outlined in the Profile of the Service Provider 8.1 section
- At least three reference letters from clients, and a portfolio of work with client contact details
- A company profile and or a link to the website will be an added advantage