



## **Terms of Reference**

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# **PROOFREAD, DESIGN & LAYOUT OF THE 2023/24 FINANCIAL YEAR ANNUAL REPORT**

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## **1. Background**

The South African Human Rights Commission (the SAHRC/ the Commission) is an independent state institution supporting constitutional democracy and established in terms of the Constitution of South Africa, 1996; to promote, protect and monitor human rights.

## **2. Purpose and Objective of Required Service**

The SAHRC requests services from suitable service providers to proofread, design and layout the 2023/24 Annual Report

### **The specifications include:**

#### **Web version**

- Full colour.
- Length of content is currently 150 -A4 pages in Calibri font 12;
- Infographics, graphs, icons and geo-maps must support the content of the approximately 150 pages.
- Language editing, layout, design, and proofreading
- Pictures

- Final designed and laid out report should be in both print- ready PDF and web-based versions.

### **Printed version**

- Size: A4 portrait
- Cover: 4 pages, print full colour both sides on 300gms (on glossy paper)
- Text: Annual Report (150 pages) printed full colour throughout on 148g/ms Hi-Q Titan
- Finishing: perfect binding
- Quantity: 20 copies of the Annual report and one (1) USB containing PDF version.

### **3. Minimum requirements that can be supplied upon request.**

- Graphic design company profile.
- The successful consultant will have to demonstrate clear understanding of the assignment clearly indicating the proposed methodology, work plan, sample copies of similar assignments undertaken.
- Reference letters.

### **4. Scope of work:**

The service provider with the necessary expertise and capacity will be required to undertake the following activities with regard to the above specifications:

- 4.1. Weekly meetings as and when required by the client, including preparatory work;
- 4.2. Editing and proof reading, production and printing of the Annual Report in consultation with the Acting Head: Strategic Support and Governance and Specialist Strategy and Performance;
- 4.3. Designing and layout of the Annual Report (including cover pages) – at least three draft design concept options will need to be produced from which the final concept will be selected;
- 4.4. Integration of inputs and corrections to the Annual Report as and when required prior to finalisation and printing;

- 4.5. The service provider will be supplied with an image folder for design purposes; and
- 4.6. Two (2) copies of a fully printed printers' proof to be provided to the SAHRC before printing. Each printer's proof should have the same look and feel of the final copy, including perfect binding. The cost of these printed printers' proof should be included in the quotation.

## **5. Project Timelines**

- 5.1. The project duration shall be 1 month from day of contract signing and not beyond 31<sup>st</sup> of August 2024.
- 5.2. The successful service provider will be required to meet at least twice with the Strategic Support and Governance Unit and Communications team to discuss the design of the reports.

## **6. Outputs:**

Below is a description of the outputs that the SAHRC expects to be delivered by the appointed service provider and the format thereof:

- 6.1. A detailed project plan by the service provider;
- 6.2. Other technical or process information;
- 6.3. 20 high quality printed copies of the Annual Report and as well as 5USBs containing a PDF version (web version) of the Annual Report delivered to the SAHRC National office Sunnyside Office Park 32 Princess of Wales Terrace Parktown.

## **7. Supervision of assignment:**

- 7.1. The Consultant will be directly supervised by the Acting Head: Strategic Support and Governance.
- 7.2. The service provider will be required to submit regular progress reports and attend regular meetings with the SAHRC project leader during the period of the project, or as and when required.
- 7.3. The Service Provider must be readily available to work overtime/long hours should the circumstances dictate.

7.4. Meetings will take place as requested, through the most efficient and expedient means. The service provider's Project Leader will be obliged to attend and will report to the SAHRC Project Leader.

## **8. INTELLECTUAL PROPERTY RIGHTS**

The ownership of the material generated through this project shall remain the property of the Commission. The service provider must provide all design files, as well as the Word and PDF version of the final printed Annual Report to the SAHRC.

## **9. CLOSING DATE**

Proposals together with your CSD, Tax Clearance , SBD4, and BEE certificate must be submitted on or before **07 August 2024**, to [HOProcurement@sahrc.org.za](mailto:HOProcurement@sahrc.org.za) . **No late bids will be accepted.**