

CALL FOR INTEREST- EXTERNAL DESIGNER

DEVELOPING THE GREEN DIGITAL CHARTER PUBLICATION TEMPLATES AND LAYOUT

1. ABOUT THE PROJECT

The Green Digital Charter is a declaration committing cities to working together to deliver on the EU climate objectives through the use of information and communication technologies (ICT). It therefore promotes progress in tackling climate change through the innovative use of digital technologies in cities.

In addition to a range of statements and aims, the charter entails three specific commitments:

- work with Green Digital Charter signatories on ICT & energy efficiency
- deploy five large-scale ICT for energy efficiency pilots per city within five years from the charter's signature
- decrease ICT's direct carbon footprint per city by 30% within ten years from the signature

Previously supported by Networking intelligent Cities for Energy Efficiency (NICE) project, since March 2015 the Green Digital Charter is supported by a new project called GuiDanCe, coordinated by EURO CITIES and co-financed by the European Union's Horizon2020 funding programme (Grant Agreement 653640).

2. WORK DESCRIPTION

EURO CITIES is looking for a graphic designer (organisation or individual).

The graphic designer will produce templates in InDesign to be used for printing the Green Digital Charter publications.

The templates will follow the already defined graphic identity (colours and logo) of the Green Digital Charter (see Green Digital Charter logo and [website](#)).

The mandate of the external expert organisation will be to develop:

1. Green Digital Charter Guidebook template

An A4 portrait to be used for printing the Green Digital Charter monitoring reports and training guidebook.

The design should be attractive and rich, and should enhance the readability of the text.

The template should include:



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- Cover page and back page
- template for content pages with space for images and graphs.

Examples for the expected style and overall design are available [here](#) (Integrating Cities Monitoring Report) and [here](#) (CASCADE Final Report).

2. Green Digital Charter Case Studies Collection template

A5 landscape designs to report on the projects developed by Green Digital Charter signatories. Each page has a predefined format with text, image and additional information.

The template should include:

Cover page and back page, templates for content page.

For an example of the expected style and work to be performed see document TIDE catalogue [here](#).

3. Green Digital Charter text pages template

The template will be used to print the new Green Digital Charter text.

For an example of the expected style and work to be performed see Green Digital Charter text [here](#).

4. Green Digital Charter generic pages template

The template will be an A4 portrait design used to report on the deliverables of the project. The design will resemble the one developed for the guidebook, but simpler.

One meeting between the selected designer and EURO CITIES is foreseen in the days immediately after the selected designer is announced in order to discuss the details of the work to be performed.

The offer should include the source files for EURO CITIES use.

Depending on the proposed offer, the selected designer could also be contracted to work on:

- a complete layout of two documents: Green Digital Charter monitoring report (ca 20 pages) and Green Digital Charter case studies collection (ca 40 pages) based on the



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developed templates.

- a final pre-print check of the two publications, within an agreed timeline.
- liaising with the printer

3. TIMING

- Deadline for receiving quotes: **22 January, 12 noon**
- Award of the contract: **25 January**
- Meeting with EURO CITIES: as soon as possible after award of the contract.
- Finalised text and additional elements ready for layout: end of first week of February
- Print ready version: end of third week of February
- Publishing deadline: 1 March

4. SELECTION CRITERIA

The individual/company will be selected on the basis of a set of criteria:

- Willingness and ability to perform the aforementioned tasks and meet the specifications in time and on budget
- Quality and experience

The contract will be awarded to the individual/company among the pre-selected ones that provides the best offer in terms of value for money.

Each offer should be with prices quoted in EUR and should include:

- price with and without VAT;
- description of expertise relevant to the task and examples of worked performed;
- Budget breakdown with specific cost descriptions;
- different options based on the amount of work which can be performed within the budget limit (see point 6).

The selected individual/company should be able to work to the timeline above.

The net value of provided service and the VAT value should be clearly indicated in the offer.

Individuals/companies applying from outside Belgium should convert their offers from their national currency into EUR based on the rate established by the European Commission for January 2016. Please use the Commission's official website:

<http://ec.europa.eu/budget/infocities/index.cfm> (the rate for each month is published on the first working day of the month).



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Furthermore, individuals/companies applying from outside Belgium should take into account that in case of intra-Community services, VAT is due in the country of the supplier of the service.

6. BUDGET

The maximum budget available for this call is **€5,000 (including VAT)**.

7. CONTACT

If you have any questions about this call, please contact Anja De Cunto anja.decunto@eurocities.eu or 02 552 0867.

The GuiDanCe project is co-financed by the European Union funding programme Horizon 2020.

