

# Terms of Reference

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INVESTMENT REPORT: DESIGN

# TERMS OF REFERENCE

## 1. Duration

31 May 2021 – 9 July 2021

## 2. Background to Activities

The DecarBOOST project aims to support three Latin American countries, Argentina, Brazil and Peru, in financing the transition to a low-carbon society. To achieve this objective, the project will provide the evidence base and proposals to influence policy reform and create the enabling conditions to direct financial flows toward low-carbon and climate-resilient development pathways. The project aims to significantly contribute to the Global Stocktake process and the next generations of Nationally Determined Contribution (NDC) as part of the Paris Agreement ambition mechanism.

To achieve this objective, an Annual Climate Investment in Latin America Report is being developed. This high-level report provides a snapshot of activities related to NDC investment in Latin America, drawing on experiences within partner countries and beyond to highlight investment activities and success stories. This annual publication will be informed by economic factors and political priorities nationally and regionally adding to the available evidentiary base to inform subsequent sector investment portfolio and policy recommendations.

## 3. Deliverables

DecarBOOST project is producing an Annual Investment in Latin America Report (estimated 100 pages). This brief is for layout / typesetting of the report and will include the following activities:

- Design of 16 tables, 8 pie charts, 8 line charts and 3 bar charts (to be polished from those provided)
- Sourcing of a maximum of 15 content relevant stock photos
- Graphic design and layout for the full report
- All layout and design files related to the final product and associated rights

OPTIONAL TASK: Full copyedit of the final report prior to layout. If the consultancy wishes to perform this task, please include as a separate line item in the submitted budget.

In particular, the design elements will:

- Follow the DecarBOOST branding style and guidelines
- Utilise complementary design elements as per approval

Graphs / Tables and Charts:

- Budget for 16 tables, 8 pie charts, 8 line charts and 3 bar charts (to be polished from those provided) that will need to be designed based upon provided visuals that require polishing and standardisation

Photographs:

- A maximum of 15 stock images related to the content will need to be identified and purchased.
- Knowledge Management team to approve photos before purchase and all photo files are to be made available for future use (in accordance with Copyright laws)

## 4. Reporting Requirements

Weekly meetings will be conducted for regular updates and to ensure adequate support for the timeous delivery of deliverables.

## 5. Results, Outputs and Timeline for Delivery

The deliverables and associated timelines are outlined in the table below:

<b>Timeline</b>	<b>Deliverable</b>	<b>Details</b>
Week 1	Participate in briefing meeting	Design and concept brief including a review of branding style guide
Week 3	Three design concepts presented	Three concepts provided for review by the Project Team, one will be chosen with opportunity to make changes twice before final approval
Week 4	Concept finalised and submitted for approval, including stock photos and infographics	Final concept approved, including photos and infographics
Week 5	Post layout submitted for review and final approval	

Week 6	First Draft report submitted	
Week 7	Final Draft report submitted, including all design files	

## 6. Personnel Committed

The consultancy services will report directly to Lukas Kahlen at NewClimate Institute, working in collaboration with partners, particularly Libelula and SSN.

## 7. Evaluation Criteria

The consultancy services should meet the following criteria:

### Essential

- Ability to perform the services within the provided timeline
- Significant experience conducting similar work, including a strong portfolio of international publications
- Ability to communicate in Spanish and English

### Preferred

- A strong portfolio of international publications, with particular experience in Latin America
- Previous work in the climate change / climate finance field
- Demonstrated ability to work with international and diverse teams
- Excellent capabilities to write and speak in Spanish and English (required if the consultancy is interested in the optional task of proofreading / copy editing)

The successful candidate will demonstrate their ability to meet the criteria above and provide the most competitive budget.

## 8. Application Procedure

Interested applicants are required to submit the following information in English to Tammy Merrill ([tammy@southsouthnorth.org](mailto:tammy@southsouthnorth.org)) and Chevon Griffin ([chevon@southsouthnorth.org](mailto:chevon@southsouthnorth.org)) by 17:00 GMT on 19 May 2021. Applications will be reviewed and shortlisted candidates will be notified by 30 May 2021.

- Letter of interest including name(s), country of registration and brief introduction, including a brief statement on why the individual(s) / organisation considers themselves to be suitable for this assignment
- A maximum two-page description of related experience
- A portfolio of previous work (links to website or google drive preferred)
- A budget that includes all costs and fees associated with the completion of this assignment. If the consultancy wishes to perform copy editing / proofreading, please include as a separate line item in the submitted budget.