

ENGAGEMENT OF CONSULTANT FOR SUMMARIZATION AND DESIGN OF INFOGRAPHICS FOR CHRISTOFFEL BLINDEN MISSION (CBM) CO 2021 NEWSLETTER

Christoffel Blinden Mission (CBM) International is an International Christian Development Organization, committed to improving the quality of life of persons with disabilities in the poorest countries of the world. CBM provides grants sourced from private and institutional donors to local partners, who subsequently implement the grants on the basis of contracts signed with CBM detailing implementation, accounting, and reporting standards. In this set-up, CBM Country Offices (CO) perform control and monitoring procedures aimed at partner projects; control reports from implementing partners to CBM, including comparison with original source documents, project contract and cost plans; and ensure compliance with organizational and statutory requirements.

CBM is seeking qualified consultants to carry out a consultancy to summarise content, design infographics and print the 2021 annual report for the CBM Nigeria Country Office. The Terms of Reference for this evaluation is as stated below;

Terms of Reference

1. Evaluation Summary

Evaluation Objective	The overall objective of this consultancy is to summarise content, design infographics and print the 2021 annual report for the CBM Nigeria Country Office.
Commissioning organisation/contact person	Christoffel Blinden Mission (CBM) International Nigeria Country Office Monitoring and Evaluation Officer, Programme : Mrs. Oluwafunmilayo Ogundeko
Deadline for Submission of Proposal	28/03/2022

Key deliverables

The consultant is expected to:

- Summarize contents for the newsletter.
- Develop the layout of the newsletter using infographics, original cartoon figures and or pictures.
- Print 200 copies of the annual report/ newsletter.

Required Expertise

- Ability to clearly synthesise and present findings.
- Ability to propose designs that convey creative, compelling and generate reflective messages.
- Ability to develop content that illustrates gender and disability inclusion.
- Expertise in graphic design software.
- At least a Bachelor's Degree in Graphic Design, communication art or a related field
- Ability to draw practical conclusions and to prepare well-written reports in a timely manner.
- Awareness and sensitivity to the particular needs of persons with disabilities, women and children is desirable.
- Good communication skills.
- Analytical skills
- Good written and spoken English.
- Good interpersonal skill and ability to work well in teams.
- Be familiar with and abide by CBM's Code of Conduct, Child safeguarding policy and other regulatory codes.

The consultant will be expected to have his/her own computer.

Language

Fluent in written and spoken English.

Management of the consultancy and logistics

Fees. The fee of the consultant will be negotiated based on the candidate's profile. Payment of fees will be made upon submission of invoices by the consultant, supported by approved accomplishment reports and document. CBM will deduct withholding tax from the consultancy fees as mandated by the government.

Duration

The consultancy shall be for a period of ten working days. He or she will be required to submit an inception report. Detailed timetable would be worked out jointly by the consultant and CBM.

Method of Application

Qualified consultants should submit via email:

- A cover letter indicating interest and eligibility for the consultancy
- Curriculum Vitae
- A short summary of your understanding of the TOR
- Proofs of previous engagement in similar assignment
- A technical offer, which must include technical requirements and the approach / methods, the plan and the timeframe to deliver the task
- Attach at least 2 previous jobs on Newsletters (preferable hardcopies).
- Copies of Company legal identity (Trade license, CAC Document, Tax clearance certificate, other relevant legal documents and license of dealership if applicable).
- Submission of Copies of FIRS print out of TAX IDENTIFICATION NUMBER (TIN)
- Financial quote (cost).
- Applicable Withholding Tax (WHT) will be deducted from price quotes and remitted to appropriate statutory bodies (Companies 10% & individual 5%)

Mode and Deadline for submission

- **1. HARD COPY:** The information can be sent via **hardcopy** to the **CBM International Country Office** located on **No.13 Okemesi Crescent, off Twon Brass Street, Garki 2, Abuja- FCT, Nigeria**, in a sealed envelope marked **“Statement of Interest: Consultant for summarization and design of infographics for CBM CO 2021 Newsletter”**.
- **2. SOFT COPY VIA EMAIL:** Submissions can be made by email to the following dedicated, controlled, & secure email address: elizabeth.anyebe@cbm.org
- **Deadline** for receiving both the hardcopy and soft copy applications is **28th March 2022 by 5:00pm**.
- *Failure to comply with the mode and deadline for submission would result in automatic disqualification of the proposal*
- **The consultant commits to adhere to CBM’s Code of Conduct and commits to CBM’s Child Safeguarding Policy.**
- **The consultant also commits to highest standards of data security.**
- **Related statements of the above have to be signed together with the contract.**
- **CBM is an equal opportunities employer, and particularly encourages qualified women and people living with disability to apply.**

If you have any questions about the terms of reference, please send your queries to elizabeth.anyebe@cbm.org