

<b>STATEMENT OF WORK</b>	
Assignment:	Layout of publications for print and digital media
Period of Assignment:	August 20-December 15, 2020

## **I. Background and Objectives**

The Power Africa Off-grid Project is a four-year contract between the United States Agency for International Development (USAID) and RTI International (RTI). The project intends to accelerate off-grid electrification across sub-Saharan Africa to support Power Africa's Beyond the Grid initiative which contributes to the goal of facilitating 60 million new connections by 2030. The Power Africa Off-grid Project focuses on accelerating off-grid energy access through solar household systems and micro-grids, with the goal of facilitating six million new electricity connections by 2022.

## **II. Purpose of this assignment**

RTI is seeking the services of an experienced layout designer to assist with preparing fact sheets, handouts, reports, and other outputs for print and online publication. The activities will involve layout and formatting of supplied text and images in Adobe InDesign and ensuring that the elements are readable, balanced, and comply with branding guidelines. This opportunity is a part-time consultancy of approximately 10-20 days' work.

## **III. Location of work**

The layout designer will have virtual planning meetings with RTI to discuss outputs and formats. He/she will work from their own office and submit deliverables in digital format.

## **IV. Deliverables**

Upon Power Africa Off-grid Project request, layout in Adobe InDesign of items such as:

- One-pager A4 fact sheets
- Handouts (various sizes)
- Multi-page A4 reports
- Promotional items (various sizes)

Upon completion of each deliverable, digital layouts (Adobe InDesign open design files and all linked elements) will be submitted to RTI.

Please note:

- RTI will supply the relevant content (text, images, and other elements) to be laid out.
- All deliverables remain the sole property of Power Africa.

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## V. Skills and Experience

- The successful contractor must be in possession of the relevant equipment and software to fulfill the deliverables.
- Demonstrable experience: a) Graphic design and composition; b) Desktop publishing; c) Attention to detail; d) Time management.
- Experience developing interactive PDF documents will be a plus.

## VI. Application Submission Guideline

Please submit electronic versions of the files listed below:

- Hourly/daily rate for work described in this document.
- Proof of salary/daily rate.
- Curriculum Vitae (with contact details of three references for the last three years, including the following: name, address, email address, and contact number for each reference).

## VII. Proposal Submission Details

All applications should be submitted by email to [paoprocurement@powerafrica-offgrid.org](mailto:paoprocurement@powerafrica-offgrid.org) with the subject "**Publication Layout**" by **August 18, 2020**. Late submissions will not be considered.