

Swiss TPH

Swiss Tropical and Public Health Institute



Linja e Këshillimit
për Gra dhe Vajza

116 117



IAMANEH Schweiz | Suisse

Gesundheit für Frauen und Kinder
Santé pour femmes et enfants

Terms of Reference for:

Printing studio

February 2023

Background information

IAMANEH, in consortium with Swiss TPH and two Albanian partners, the organization Counseling Line for women and girls in Tirana and Woman to Woman in Shkodra are implementing the project "Building a sustainable response to gender-based violence during COVID-19 in Albania" 2021 - 2024, funded by the United Nations Trust Fund. The overall purpose of the proposed intervention is to enable women and girls in marginalized communities, at increased risk of Gender-Based Violence due to the impact of COVID-19, to exercise their rights and improve their physical and social well-being.

Purpose of the Service

For this reason, the organization Counseling Line for women and girls in Tirana and Woman to Woman in Shkodra, are seeking a company for printing materials such as **posters and flyers**, based on their activities of the project, with the aim of raising awareness of Gender-Based-Violence of the health professionals, in their daily work, for both municipalities of Shkodra and Tirana, for the marginalized communities. This video will reflect on the work done in the implementation of this project and at the same time address human rights issues under the project intervention plan.

The studio, based upon expertise can apply for services as specified below into the section of responsibilities:

Responsibilities of the candidate

- A close collaboration with the contractor for conceptualizing, graphics, editing, and printing of the final product.
- To be supportive by providing suggestions, comments and inputs as needed.
- Staff engaged in the project will jointly approve the final product.
- Delivering the final products on time.

Deliverables

For all the responsibilities above, the expertise should submit:

- 1000 flyers.
- 500 posters

Duration of the contract and work planning

- The work of the printing studio starts immediately after the announcement of the winner.
- The deadline for the planning and realization of work will be set by agreement between the service provider and the contractor.
- The final product must be completed by the end of March.

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Criteria that the candidate must meet

- Experience in the field of design, graphics, and printing.
- Use of professional and quality design packages and materials.
- Ability to work within defined time limits and with high standards of professionalism.

Proposal/ Documents required for submission

Please submit the following documents:

- Portfolio (design samples) demonstrating experience in the field.
- NRC act.
- Financial offer

Selection process

The proposals received will be evaluated according to the following criteria:

- Experience in the field. 50%
- Pricing. 50%

Payment

The method of payment will be carried out depending on the will of the contracted party at the end of all the listed obligations or with several installments corresponding with completed tasks.

The entity interested in responding to the invitation to bid must submit its bid together with the necessary documents for the application.

Application procedure:

Questions/requests should be made to the following e-mail address:

info@gtq.al

The deadline for submission of applications is 17.03.2023. Applications can be sent by e-mail to the following addresses:

info@gtq.al

Woman to Woman, Shkodra
Counseling Line for women and girls, Tirana
Albania