Call for proposals: CONCORD is looking for a company to re-think and co-create our Annual Report 2020

October 2020 - April 2021
Brussels, Belgium

CONCORD is the European Confederation of Relief and Development NGOs. With the support of our 55 members, our Confederation, representing over 2,600 NGOs, is the main interlocutor with the EU institutions on development policy and international cooperation. We are a not-for-profit organisation, registered under Belgian law as an a.i.s.b.l - Association Internationale Sans But Lucratif - (An international not for profit association).

Overall objective

CONCORD would like to redesign its Annual Report and transform it into a digital product. We are looking for support in creating and designing our Annual Report 2020.

What we are looking for?

- Fundamental re-thinking and re-design of the CONCORD Annual Report:
  - Define and present a clear story
  - Define and create graphics and infographics
  - Define typography
- Based on gathered information, execute content writing and content editing
- Sourcing of stock photos (most probably only for cover)
- Development of a digital annual report / microsite (to be defined) that can be downloaded in .pdf format and compatible with Wordpress and Divi builder
- Delivery of all working files (InDesign for the report, Illustrator for graphics etc.) at the end of the process
- Good organisational skills and regular coordination with CONCORD

Phases and Activities

1. Contract signature - end September
2. Kickoff meeting - beginning October
3. Define the concept, structure, format and typography - October/ November
4. Deadline for receiving all information (except finance) - end January
5. Creation of narrative part (including revision of content by Director, and copy-editing of the content) - February
6. Deadline for finance part - mid-March
7. Creation of graphics and finance part - mid-March
8. Revision by Director - end-March
9. Approval by Board - April
10. Finalisation and launch - beginning May

**Expertise required**

- Knowledge of international associations’ ways of working, particularly NGOs
- Expertise in digital reports, graphics design and storytelling
- Tailor-made proposals
- Timely delivery
- Content writing and content copy-editing in British English

**To Apply**

If you are interested, please send a quote, an example of your work and a basic outline of your ideas for a CONCORD Annual Report 2020, to soledad.briones@concordeurope.org before 24th August.

We will contact you beginning of September to have a first meeting and discuss your proposal.