

# REQUEST FOR TENDER

<b>Tender:</b>	<b>Graphic design support</b>
<b>Required:</b>	Graphic design services for Partnerships for Infrastructure
<b>Duration:</b>	Until 30 June 2024 (with possibility of extension)
<b>Location:</b>	Remote
<b>Reports to:</b>	Communications Adviser
<b>Closing Date:</b>	Friday 17 November 2023

## About P4I

**Partnerships for Infrastructure (P4I)** is an Australian Government initiative partnering with Southeast Asia to drive sustainable, inclusive, and resilient growth through quality infrastructure. P4I partners with Cambodia, Indonesia, Laos, Malaysia, Philippines, Thailand, Timor-Leste, Vietnam and the Association of Southeast Asian Nations (ASEAN).

P4I works with partners to strengthen infrastructure decision-making and practice across the transport, energy, utilities and telecommunications sectors. P4I's focus is on the early stages of the infrastructure lifecycle, including planning and prioritisation, financing strategy, and procurement.

The four main services offered by P4I are linkages with Australian government agencies and other institutions, technical and policy advice, infrastructure project advice and knowledge-sharing and learning.

As the foundation of quality infrastructure, P4I also integrates gender equality, disability, and social inclusion, and disaster risk reduction and climate change considerations into all activities.

Delivered through a single team, P4I is led by the [Australian Department of Foreign Affairs and Trade](#) (DFAT) in collaboration with [Ernst & Young](#), [Adam Smith International](#), [The Asia Foundation](#) and [Ninti One](#).

P4I has a head office in Bangkok, with other staff located around the region. More information about P4I is available at [www.partnershipsforinfrastructure.org](http://www.partnershipsforinfrastructure.org)

## Purpose

Through P4I's Performance and Knowledge team, a number of publications and events are delivered to infrastructure stakeholders across the region. The team therefore requires graphic design services to support the production of information products related to these activities, such as publications, invitations, infographics, signage and other design materials. The designs seek to raise the visibility of the Australian Government and P4I brand in the region, and where possible direct key stakeholders to the P4I website to find out further information.

## Scope of Work

The graphic designer or design company should support P4I with creating a series of templates and designs for different publications, reporting products, and event materials. Designs will be requested by the team on an ad-hoc basis.

## Responsibilities

The graphic designer/s is required to deliver the following:

- Develop a series of design templates for P4I products, including factsheets, case studies, policy briefs, research summaries etc. Publication types will be confirmed by the Knowledge and Performance team.



- Support ad-hoc design services requested by the Performance and Knowledge team, including document and report layouts, invitations, signage, presentations, infographics and other design tasks as required.
- Liaise with Performance and Knowledge team members to develop designs, including Communications, Knowledge and Learning, Monitoring and Evaluation, and Operations.
- Adhere to Australian Government and P4I branding requirements, using agreed logos, colours, fonts, and visual imagery.
- Designs should be delivered as high-resolution PDF, JPEG or PNG – depending on the specific design requirements outlined in the Tasking Note. Source or design files should also be provided to P4I at the completion of each job.

Please note, P4I is committed to gender equality, disability and social inclusion. For this reason, all designs should represent the different nationalities of Southeast Asia and include imagery or graphics showing equal representation of women and men, and vulnerable and marginalised peoples where possible. Designs should also be accessible for visually impaired persons, with appropriate fonts, colours and contrast.

## Terms of engagement

The arrangement will operate under a drawdown contract until 30 June 2024, with each separate piece of design work outlined in a Tasking Note. Each Tasking Note will set out the design services required, including the P4I team member responsible, timelines, and number of days/hours input required.

Suppliers will operate in accordance with Australia's Commonwealth Procurement Rules. All Intellectual Property created under the Australian Department of Foreign Affairs and Trade (DFAT) contracts or subcontracts is vested with the Australian Government (or its nominee) immediately upon its creation.

## Application Instructions

When applying, please include the following information:

1. A brief cover letter that speaks to suitability for the role, outlining experience, capabilities and qualifications relevant to the tender scope of works (1 page maximum)
2. Company name or individual details, with CV of relevant works (2-pages maximum). If an organisation, please include organisation name, the names of designers being nominated with CVs.
3. A portfolio or examples of recent work related to the scope of work.
4. Estimated rates or hourly costs (using AUD currency) for the following:
  - a) 2-page P4I factsheet layout
  - b) 60-page P4I report layout, including cover page design
  - c) 900 W x 600 H pixel e-Invitation to a P4I event
  - d) A4-size infographic on P4I reporting data
5. Names and contact details of three referees.

Please submit applications and queries about the tender via email to the P4I Procurement Manager at [tenders@partnershipsforinfrastructure.org](mailto:tenders@partnershipsforinfrastructure.org).

Applications must be submitted by **11:59pm (Bangkok time) on Friday 17 November 2023**.

Due to the high volume of applications for P4I positions, only short-listed companies will be contacted.

This tender will be managed through Adam Smith International (ASI). Suppliers located in P4I's partner countries are strongly encouraged to apply. We also seek suppliers who can work remotely from Australia and other countries, particularly those identifying as Aboriginal and Torres Strait Islanders. P4I is committed to promoting and empowering local and marginalised groups within the region and strongly encourages suppliers identifying as such to apply. Suppliers with strong governance initiatives to engage such groups should also apply.