

REQUEST FOR PROPOSAL (RFP)

Professional Design Services for the Greenhouse Gas Management Institute

October 1, 2022

Introduction

The Greenhouse Gas Management Institute (“GHGMI”) is requesting submission of statements of qualifications and proposals from qualified professionals (“Consultant”) to perform design services as described in the Scope of Work for the online publication of the Initiative for Climate Action Transparency’s (ICAT) Agriculture Policy Assessment Guide.

A significant need has emerged to assess and communicate climate change impacts of policies and actions related to agriculture, to ensure they are effective in delivering greenhouse gas (GHG) mitigation and helping countries meet their targets and commitments. The Agriculture Policy Assessment Guide has been developed to meet part of this need and to support countries in implementing their climate action strategies. The Guide provides methodological guidance for assessing the GHG impacts of agriculture policies that enable or incentivize mitigation practices or technologies that reduce emissions. The Guide was originally published in 2019 and is currently undergoing revisions to broaden its coverage across emission sources and options for mitigation action, and enhance its usability. The Consultant will work with the GHGMI to format and design the Guide document into a final draft ready form and get it ready for online publication.

Scope of Work

Objective is to design and format a technical document for online publication. A copy of the technical content and supporting materials will be provided to the Consultant including:

1. Branding guidelines and InDesign (.indd) template
2. Copy of technical content document (Word), approximately 120-130 pages (9 chapters + appendix and case studies)
3. 25-30 tables
4. 20-25 graphics (process diagrams, charts, etc.)
5. 3-5 images (photos for cover pages, etc.)

The Consultant will provide the following services:

1. Format copy to meet branding guidelines and template provided
2. Enhance and format tables
3. Enhance and, if needed, enhance design of graphics
4. Assist in creating and implementing a wayfinding template layout system to identify document content
5. Develop 3-5 wayfinding symbols to match existing template branding and style
6. Implement revisions identified by GHGMI.



GHGMI will have up to 2 rounds of revisions of all content prior to finalization of the Guide.

Similar documents can be accessed at the link below, which includes links to an analogous guide in English and Spanish. The guide in Spanish uses the brand guidelines and template to be used in this project.

<https://climateactiontransparency.org/our-work/icat-toolbox/assessment-guides/sustainable-development-2/>

Location

Open to candidates able to meaningfully overlap with the United States Central Time Zone

Budget

Not to exceed USD\$9800

Deliverables

The Consultant will provide the following deliverables to GHGMI:

- Digital file of the final formatted guide (PDF and .indd)
- All produced tables and graphics (.eps, .png)

Timeline

Date	Item
November 4, 2022, 8 PM Pacific time	Proposal submission deadline
November 18, 2022	Proposal awarded; candidate notified
December 1, 2022	Consultant begins work
January 13, 2023	Deliverables due date

Evaluation Criteria

Proposals will be evaluated on the following:

1. Responsiveness to the Request for Proposals
2. Quality of the proposal
3. Experience and qualifications of the Consultant
4. Satisfaction of previous clients
5. Cost proposal

Submission

Proposal must be received by 8 PM Pacific time on Friday, November 4, 2022 and should include:

1. Narrative describing how the scope of work would be completed (not to exceed 5 pages)
2. Cost
3. Summary of qualifications including a minimum of 3 work samples, with one being a similar product
4. References



Candidates are invited to submit a Proposal digitally to: Olga Lyandres, Project Manager
(Olga.lyandres@ghginstitute.org)

Questions regarding this RFP must be submitted in writing and may be directed to: Olga Lyandres, Project Manager (Olga.lyandres@ghginstitute.org).

GHGMI is an equal opportunity organization and is committed to fostering a work environment free of unlawful discrimination. We conduct our recruitment without discriminating on the basis of race, color, religion, gender identity, sex, sexual orientation, national origin, age, marital status, pregnancy, physical or mental disability, genetics, veteran status, or any other characteristic protected by applicable federal, state, and local law.