

# Terms of Reference for the Design of "Student Ambassadors Initiatives report" - Change Environment project

## Background

The CHANGE Environment project is coordinated by JRS Europe and implemented in seven countries: Belgium, Hungary, Ireland, Italy, Lebanon, Spain, and Uganda. The project's goal is to educate young students about the interconnected issues of environmental change and human migration.

This initiative aims to raise awareness on climate change, promote sustainable practices, and create a ripple effect through local and international schools' networks, ultimately fostering environmental justice. A key focus of the project is youth involvement, particularly through the Student Ambassadors Initiative, which empowers students to advocate for awareness within their communities.

As part of the project, a comprehensive report will be developed to detail the initiatives taken by students and schools concerning climate change and migration. This report will include recommendations and examples of initiatives that can be replicated in other contexts.

This Terms of Reference outlines the requirements for procuring a service to design in a visually engaging and reader-friendly the report that presents the students' lead initiative.

## Scope of Work

The service provider will be responsible for designing the report based on the content provided by JRS Europe (Around 70 pages, mostly comprised of tables and alternative pictures). The scope of work includes but is not limited to:

- **Conceptualization & Layout Design:** Develop a cohesive visual concept for the report that aligns with the project's themes (youth, climate action, education, migration and environment).
- **Visual Enhancements:** Use photographs and illustrations relevant to the projects.
- **Branding:** Ensure that the design follows the branding guidelines and reflects the overall identity of the projects. Select appropriate fonts and formatting styles to enhance readability and the overall aesthetics of the report.
- **Language Versions:** Prepare layouts for both English and any additional languages as required by JRS Europe.

Therefore, the service provider will deliver the finalized designed version of the report in English as well as an InDesign packaged folder for JRS Europe to put into layout all other languages.

### **Duration and Timeline**

The assignment is expected to take approximately **3 weeks** from the start date. Key milestones include:

**Week 1:** Kick-off meeting and review of provided content.

**Week 2:** Submission of the draft design for feedback.

**Week 3:** Finalization of the report and design incorporating feedback.

### **Qualifications and Experience**

The service provider should meet the following qualifications:

- Proven experience in designing reports
- Strong graphic design skills
- Ability to work collaboratively with JRS Europe's team to incorporate feedback.
- Familiarity with branding and communication for non-profits or international organizations.

### **Evaluation Criteria**

The selection will be based on:

- Previous experience with similar projects.
- Understanding of the task and proposed approach.
- Cost-effectiveness of the proposal.
- Ability to meet the project timeline.

### **Budget**

Interested service providers should submit a detailed cost estimate TVA included.

### **Submission of Proposals**

Proposals should be submitted to the following email: [nale.barbieri@jrs.net](mailto:nale.barbieri@jrs.net) by **Wednesday December 18<sup>th</sup>** at 23.59.