

# TENDER FOR FREELANCE GRAPHIC DESIGNERS & FREELANCE DOCUMENT FORMATTERS

## GENERAL INFORMATION

**Title of Tender:** Freelance Graphic Designers and Freelance Document Formatters  
**Application Closing Date:** 10 September 2024  
**Contract Start/End Date:** Framework agreement starting 1 Oct 2024 for two years  
**Location of Work:** n/a

## BACKGROUND

Transparency International (TI) is the global civil society organisation leading the fight against corruption. Through more than 100 chapters worldwide and an international secretariat in Berlin, Germany, TI raises awareness of the damaging effects of corruption and works with partners in government, business and civil society to develop and implement effective measures to tackle it.

The Transparency International Secretariat (TI-S) in Berlin is seeking experienced freelance professionals (suppliers) to create, design, draft and finalise media content for print and online publications.

## OBJECTIVES, DELIVERABLES & TIMELINES

Suppliers will work on individual projects on an ad-hoc basis, with specific deliverables to be defined on a case-by-case basis according to the profile of the supplier. Together with final files, we may require the handover of project/working files.

Tasks for Graphic Designers would typically include:

- Editorial and graphic design within Transparency International's visual identity
- Conceptualisation and design for publications, promotional material, social media etc.
- Design and development of data visualisations and infographics

For Document Formatters:

- Formatting documents in Microsoft Word according to corporate design rules, including in TI's publications templates.

TI-S will retain sole intellectual property rights with respect to all distribution, dissemination and publication of the deliverables.

## SELECTION CRITERIA

Graphic Design candidates should have the following experience/qualifications:

- At least 4 years of professional experience as a designer
- A degree in visual art, graphic design or visual communication or equivalent work experience
- Excellent oral and written communication skills in English
- Experience of working with strict deadlines, with the ability to react quickly to short project turnaround times
- Excellent knowledge of Adobe Illustrator, InDesign, Photoshop CC and Figma

- Documented experience with data-driven maps and graphs. Experience with Infogram is a plus.
- Experience with colour correction, colour matching and management
- Knowledge of basic prepress skills like preflight and proofing
- Ability to create accessible PDF documents a good plus
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Document Formatters should have the following experience:

- At least 4 years of professional experience as a document formatter
- Experience in Microsoft Word formatting and template development
- Excellent oral and written communication skills in English
- Experience of working with strict deadlines, with the ability to react quickly to short project turnaround times

## REMUNERATION AND COSTS

Candidates are expected to provide Standard Rates per hour in Euro, as **gross inclusive of taxes and other charges**.

Candidates who are based in Germany and do not charge German VAT must confirm their small entrepreneur status.

- Concept/design
- Layout/typesetting
- Corrections/preparing for print/etc.
- Creation of accessible documents
- For Document Formatters:
  - Formatting Microsoft Word documents according to house style
  - Developing Microsoft Word templates

Please note that remuneration will be limited to these standard rates included in the proposals. No additional payment will be given for other costs incurred (for example travel, accommodation, materials).

Transparency International e.V. (Secretariat), (TI-S) is registered as a Business Entity in Germany with VAT identification number DE273612486.

## HOW TO APPLY

Interested candidates are asked to submit the following documents in support of their application:

- CV or Company Name (including address, and registration/VAT number if applicable)
- Portfolio (link to website or PDF)
- List of standard remuneration rates per hour in euro (as per above)

Applications that will not include the aforementioned documents will not be considered.

Please indicate “Freelance Graphic Designer” or “Document Formatter” in the subject line of your email application.

Applications should be sent in English by email to [graphicdesigners@transparency.org](mailto:graphicdesigners@transparency.org) by close of business of **10 September 2024**

Please note that only shortlisted applicants will be contacted.

The Transparency International Secretariat is committed to creating an inclusive work environment where diversity is valued and where there is equality of opportunity. We actively seek a diverse applicant pool and therefore welcome applications from qualified candidates of all regions, countries, cultures, and backgrounds.

Selection of candidates is made on a competitive basis and we do not discriminate on the basis of national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression or sexual orientation, marital or family status, age or ability. We kindly ask applicants to refrain from including in their application information relating to the above as well as from attaching photos.

### **Data protection**

When you respond to this tender and submit your application, you provide consent that Transparency International e. V. keeps your application materials for the period of ten years according to German legal requirements. Afterwards Transparency International will delete your application and any personal data included in it. If you have any questions, please reach out to [dataprotection@transparency.org](mailto:dataprotection@transparency.org)