

# TENDER FOR FREELANCE ILLUSTRATORS

## GENERAL INFORMATION

**Title of Tender:** Ongoing Illustration Work  
**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. They are asked to combine art, design and creative skills to develop ideas and produce original visual images within Transparency International's identity guidelines for a wide range of products. These may include:

- reports and book covers
- educational, training and reference material
- instruction manuals, leaflets and brochures
- greetings cards, giftware and packaging
- advertising material and posters
- magazines and newspapers
- websites and social media visuals

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

## SELECTION CRITERIA

Candidates should have the following experience/qualifications:

- At least 4 years of professional experience as illustrator
- A degree in illustration, visual art, graphic design or visual communication or equivalent work experience (at least 5 years)
- Excellent oral and written communication skills in English
- Experience of working to strict deadlines, with the ability to react quickly to short project turnaround times
- Excellent drawing, sketching, painting and photographic skills, digital and analog
- Experience with colour correction, colour matching and management

## 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/inking/colouring
- Corrections/preparing for print/etc.

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 Illustrator" in the subject line of your email application.

Applications should be sent in English by email to [illustrators@transparency.org](mailto:illustrators@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)