**Terms of Reference**

**Request for Services**

**Supply, Design and Production of branded visibility materials in the frame of the project’’Enhancing youth cooperation and youth exchange in the Western Balkans 6’’ supported by the EU**

**Ref:** Contract 2018/391-015\_03

**Main beneficiary:** Regional Youth Cooperation Office (RYCO)

**Financing institution:** European Union

**Location:** Tirana, Albania

**1. Context / About RYCO**

The Regional Youth Cooperation Office (RYCO) is a regional organization at the service of youth cooperation in the Western Balkans. It has been set up and bankrolled by the six Western Balkan contracting parties: Albania, Bosnia and Herzegovina, Kosovo[[1]](#footnote-1), Montenegro, North Macedonia, and Serbia. RYCO aims to promote the spirit of reconciliation and cooperation between youth in the region through youth exchange programs and other relevant initiatives. RYCO is genuinely dedicated to contribute to the process of reconciliation, establishment of trust and of mutual

understanding between the youth and citizens of the Western Balkans.

RYCO’s main strategic priorities during planning period 2019-2021 are: (SP1) Deliver Programmes: develop regional cooperation, mobility and exchange; (SP2) Build demand: create and promote an enabling environment; and (SP3) Invest in competence: strengthen RYCO institutionally and organizationally. Through programming instruments such as grants schemes and capacity building activities for CSOs and schools in the Western Balkans, RYCO seeks to contribute to improving the availability, accessibility, quality and impact of exchange, mobility and reconciliation efforts conducted with and for young people and those that work directly with them. RYCO will operate with the youth, social, civic, education, culture and sport sectors, and their intersections focusing on the quality and sustainability of its programming outcomes.

**2. Background of the Assignment**

This Call for Applications is published in the framework of the project **Enhancing youth cooperation and youth exchange in the Western Balkans,** financed by the European Union and implemented by RYCO. One of the aims of the project is to support RYCO in the implementation of its Strategic Plan 2019-2021 through grouping its efforts to promote and achieve opportunities for young people to engage in regional activities that build mutual understanding and reconciliation in the civic, social, educational, cultural and sport sectors.

To ensure that actions that are funded by the European Union (EU) incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the Western Balkans, as well as the results and the impact of this support, RYCO will undertake a series of activities to ensure the visibility of the project including: awareness raising campaigns, organizing info sessions across the Western Balkans, workshops, trainings, meetings, closure events and using social media. RYCO will acknowledge the EU support in all workshops, seminars, and trainings through the EU logo and explicitly stating the source of funding for this project.

**3. Purpose of visibility materials**

* To build awareness about the project activities and project achievements among target audience, mainly young people in the Western Balkans;
* To build awareness of youth mobility experiences and opportunities among the target group;
* To strengthen the RYCO’s image and partnership with the EU;
* To ensure compliance with EU visibility requirements in all project materials and project activities.
* To ensure that partners/beneficiaries and the target group are aware of EU support to the project and the exchanges.

**4. Required services**

RYCO is seeking the services of legal entities providing consultancy graphics and layout expert services to design and develop branding materials for the above mentioned project.

The contractor (winning applicant) will be requested to provide the following deliverables:

* Graphic design of visibility materials;
* Production of printed, textile and gadget visibility materials;
* Delivery of visibility materials to RYCO premises in Tirana, at the following address: Rruga Skenderbej 8/2/2, 1000 Tirana, Albania.

All materials produced for the’’Enhancing youth cooperation and youth exchange in the Western Balkans 6’’ project must as a minimum include:

1. The emblem of the European Union;

2. Regional Youth Cooperation Office (RYCO) logo.

RYCO expects to receive creative, innovative proposals for visibility materials which thematically fit to RYCO's scope of work. The applicant should provide indicative samples of the visibility promotional materials when applying as a way to demonstrate capacity to produce such materials.

The winning applicant is expected to provide the final design according to consultations and approval by the Contracting Authority in line with RYCO identity standards and other design elements. Before the production is launched, the winning applicant is obliged to present a sample or specimen of materials to produce as part of this assignment, in order to obtain a final approval for production.

**5. Required deliverables and delivery dates:**

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| --- | --- | --- | --- | --- |
| No. | Item | Units | Specification | Deadlines and Delivery Dates |
| 1 | Notebooks | 1200 | Material: Uncoated paper inside (80g), coated paper (matte plasticization) for covers (300-350g), spiral binding on the longer side.  Printing: Inside 1/1, Cover 4/4 Dimensions: 13.2 x 21.2 cm No of pages: 120, bookmark | 30 days from the placement of the order date, between August 2020 – October 2021, as needed.  **The exact timeline to deliver promotional materials will be further agreed with the selected applicant. By entering in the contract with RYCO the contractor commits its availability to produce the stated promotional materials and quantities per RYCO request during the aforementioned period.** |
| 2 | Pens | 1200 | Material: Plastic  Printing: 4/0 |
| 3 | Folders | 1200 | Material: Coated Paper (350g), matte plasticization  Printing: 4/0 |
| 4 | Reusable Tote Bags | 1200 | Washable, cotton, height 31 x width 21, depth 10 cm  Printing: 4/0 |
| 5 | Rollups | 6 | Vertical roll-up 85 x 205 cm |
| 6 | USB drives (Pen-drives) | 50 | 4GB, custom design, material featuring printed RYCO and EU logos  Printing: 4/0 |
| 7 | Posters | 70 | Size A1, 594 x 841mm  Printing: 4/0 |
| 8 | T-Shirts | 330 | Unisex shirts, pre-shrunk 100% cotton, 5.9-oz. Double-needle stitched neckline and sleeves, white color sizes S, M, L & XL  Print: 4/0 |

RYCO retains the opportunity to order additional quantities of the stated products if the need arises, in agreement with the selected contractor.

**6. Price List**

Applicants should indicate the unit prices for each of the products depending on the above-stated quantities. Prices must be expressed in EUR with VAT.

The applicant should foresee the design costs of the promotional material in the financial offer.

**7. Requirements of the contractor**

RYCO reserves the right to reject the delivered products if damage or non-compliance with the order is stated within 48 hours from delivery. The materials must be properly packed and protected against any damage.

**8. Payment**

The contractor (winning applicant) will be invited to sign a supply contract with RYCO. The Contract will be realized in EUR and the Payment will be conducted in one installment upon successful delivery of all visibility materials. Payment will be done within 30 days from submission of invoices.

**9. Required Qualifications and Experience of the applicant**

* (1) More than 2 years of experience in production of visibility materials.
* (2) Demonstrated technical capacities for the design and production of printed, textile and gadget visibility materials. To demonstrate technical capacities, the applicant should provide samples of previously produced visibility materials when applying.
* (3) Legal entities, must be duly registered for this kind of activity.

1. This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence [↑](#footnote-ref-1)