

Request for Proposals | Design Consultant

Proposals Due: January 25, 2021

Project Background

With generous funding from the U.S. Department of Labor’s Bureau of International Labor Affairs (USDOL-ILAB), Verité launched the Cooperation On Fair, Free, Equitable Employment (COFFEE) Project in May 2019. The project objective is to improve implementation of social compliance systems that promote acceptable conditions of work and the elimination of child labor and forced labor in coffee supply chains. The project aims to address this objective via the following outcomes:

- Outcome 1: Adoption of a robust and sustainable social compliance system by private sector stakeholders in coffee supply chains.
- Outcome 2: Strengthened capacity of private sector stakeholders to implement a robust and sustainable social compliance system in coffee supply chains.
- Outcome 3: New social compliance tools on child labor, forced labor, and acceptable conditions of work piloted in coffee business operations and supply chains.

Verité’s COFFEE Project centers on the creation of a Socially Sustainable Sourcing Toolkit (S3T) to enable industry actors to implement robust and sustainable social compliance systems, along with trainings for key stakeholders in the global coffee sector. Grounded in participating stakeholders’ priorities and aligned with USDOL’s Comply Chain, the S3T will be a comprehensive resource that will provide companies and other coffee sector stakeholders with tools and practical guidance to improve the detection, prevention, and resolution of labor challenges in the coffee supply chain.

The first phase of the COFFEE Project focused on tool development and refinement based on stakeholder input. During the Q4 2020 to Q1 2021 period, the COFFEE team implemented a rigorous toolkit review and validation process involving stakeholders with expertise and interest in the coffee sector—with a focus on the tools’ end users—thereby improving the potential for widespread adoption by private sector stakeholders. Throughout the process, the project documented learning on private sector drivers for adopting sustainable social compliance systems.

Verité is compiling this learning into a Participatory Tool Design Guide to promote the replication of the approach by other practitioners. As such, the COFFEE Project is seeking to hire a Design Consultant to organize the content into a polished, branded guide for public distribution.

Overview

Verité seeks a Design Consultant to prepare The Participatory Tool Design Guide, which will be around 15-20 pages in length. Verité expects a professional, polished, and visually compelling design product that is ready for public dissemination.

Scope of Work

The Design Consultant must be available to begin design work in early February 2021. The final deliverable is due to Verité no later than February 26, 2021.

The Design Consultant will be responsible for:

- Reviewing Verité's style guide and brand identity materials.
- Participating in calls with Verité staff, including:
 - Introductory call to discuss expectations and preliminary design ideas, and
 - Mid-consultancy call to review draft design and discuss feedback.
- Weekly email updates to Verité throughout the duration of the contract.
- Delivery of draft and final design product, which incorporates Verité feedback

Verité staff will provide ongoing support and communication throughout the design process to ensure alignment between the consultant's design approach and Verité's preferred aesthetic.

Deliverables and Timeline

The consultant is expected to produce the following deliverables:

1. February 15, 2021: Draft of the Participatory Tool Design Guide with complete formatting and design
2. February 26, 2021: Final design of product incorporating Verité feedback in raw/editable file and pdf format.

Budget and Payment Schedule

Up to \$3,500 USD is available for this contract, with payment based on satisfactory receipt of deliverables, as noted below. This amount is inclusive of all costs relevant to the design, including the consultant's daily rate or other professional fees, software subscription, etc.

Payment will be disbursed according to the following schedule:

- Satisfactory and timely receipt of draft Participatory Tool Design Guide: **50%**
- Satisfactory and timely receipt of final design product: **50%**

Instructions for Submission

To submit a proposal for consideration, please send the following documents to Amanda Foster at afoster@verite.org by January 25, 2021:

- Cost proposal (based on day rate or flat fee)
- Relevant design sample
- Resume