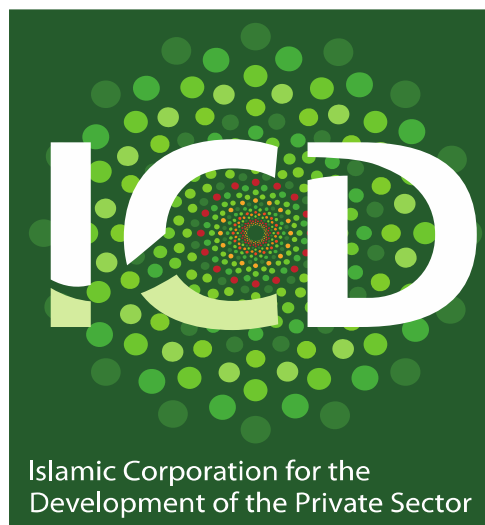


**ISLAMIC CORPORATION FOR THE
DEVELOPMENT OF THE PRIVATE SECTOR**

MEMBER OF THE ISLAMIC DEVELOPMENT BANK GROUP



REQUEST FOR PROPOSAL
Design Work of ICD 2020 Annual Report
Ref: ICD/2021/01/04/001/SPRD/CMCD

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1. BACKGROUND

The Islamic Corporation for the Development of the Private Sector (ICD), is an international multilateral financial institution, established by virtue of its Articles of Agreement among its member countries and is an affiliate of the Islamic Development Bank. The headquarters of ICD is located in Jeddah, Saudi Arabia.

ICD was established in November 1999 to support the economic development of its member countries through the provision of finance for private sector projects, promoting competition and entrepreneurship, providing advisory services to the governments and private companies and encouraging cross border investments.

ICD publishes every year an Annual Report and Financial Review Report, which are comprehensive documents on the Corporation's operational and other major activities throughout the preceding year.

We set out below a brief description of the expected scope of work that the appointed firm would be required to undertake and the relevant information that we require to be included in your proposal.

2. RATIONALE AND CONTEXT OF THE ASSIGNMENT

The Strategy, Policy and Research Department (SPRD) at ICD seeks a reputable agency (“service provider”) to produce the 2020 Annual Report in 3 languages (Arabic, English and French) as well as the 2020 Financial Review Report (also in 3 languages). The documents will be used as a strategic reporting tool to the ICD’s stakeholders and should also display a high level of professionalism to promote the image of the Institution. Demonstrated experience in producing related topics and working within the scope of multilaterals is a plus. The service provider will undertake all pre- to post-production activities, including research, concept development, design, proofreading, editing, graphics, translations, and final production:

The full design work necessary to produce the 2020 Annual Report and Financial Review Report in 3 languages (Arabic, English and French).

Overview of the requested Reports*:

- (x1) ICD 2020 Annual Report: a comprehensive document on the Corporation’s operational and other major activities throughout the preceding year. The report aims at providing a wide range of public and main stakeholders with the information about ICD’s business achievements and financial performance.
- (x1) ICD 2020 Financial Review Report: a detailed document summarizing ICD’s financial performance.

**The above reports will be in 3 languages*

Overview of additional expected deliverables:

- (x10) Mini Infographic videos (>1 min): videos showing the main figures, projects and achievements of ICD in 2020 extracted from the report to be used in ICD’s social media.
- (x1) Flyer: a comprehensive document highlighting the main figures, projects and achievements of ICD in 2020 extracted from the report

3. MAIN TASKS AND OUTPUTS

Under the overall direction of the ICD, the service provider will accomplish the following main tasks:

Main tasks	Expected output	Indicator
<i>2020 Annual Report</i>		
Evaluate draft content (to be sent by ICD); and create editorial plan that should fit in the context of the Annual Report.	Production plan in place	Agreement on a detailed production plan
Acquire ICD material and images needed to produce the Report	Collection of ICD material and images	Report material and images collected for review
Assess the signed-off content strategy draft; and ICD marketing guidelines;	Understanding of ICD guidelines	Copy of the draft available for editing
Develop creative concept options based on signed-off strategy (3-4 options);	Production of preliminary version of the report	Preliminary version of the report produced and available for reviewing
Finalize the selected concept based on ICD's preference.	Amendment of the preliminary version	Version of the report produced, copy of the report and other agreed deliverables given to Project Team
Design the translated reports (provided by ICD) in two different languages (Arabic, French)	Translation of the report to different languages with the necessary editing and proofreading amendments	A version of the report in different languages (Arabic, French)
<i>2020 Financial Review Report</i>		
Evaluate draft content (to be sent by ICD (no major storytelling/ editing needed by service provider except for proofreading e.g. grammatical errors etc.)	Production plan in place	Agreement on a detailed production plan
Prepare the Financial Review Report based on the agreed design of the Annual Report (in all 3 languages). Translated reports will be provided by ICD	Production of the Financial Review Report (English) and translation of the report to different languages with the necessary editing and	Financial Review Report in 3 languages

Main tasks	Expected output	Indicator
	proofreading amendments	
Secondary tasks	Expected output	Indicator
Infographic videos		
Develop the infographic videos (the “videos”)	Delivery of a draft of the videos for comments	The videos produced, reviewed and validated
Flyers		
Design flyers in 3 languages (EN, FR and AR)	Delivery of a draft of the flyer for comments	The design submitted, reviewed and validated

ICD team will provide key messages, contents and data to be included in any deliverable. The service provider will also work closely with the ICD team to access to material as well as on technical oversight and coherence.

- ICD will provide video, stills, data and key messages that can be used to develop the deliverables.
- ICD will provide consolidated comments on all expected outcomes.
- ICD will provide guidance on graphic work based on institutional branding guidelines.

4. LANGUAGE

The deliverables will be in English first, then translated copies (provided by ICD) into French and Arabic.

5. PROJECT DELIVERABLES

- (x1) Design of a full Annual Report for approximately 92 pages (88 pages plus cover), in English (original language); PDF version (standard size for printing and minimum size for online publishing)
- (x1) Design the original report translated in French;
- (x1) Design the original report translated in Arabic;
- (x1) Design of a full Financial Review Report for approximately 26 pages (22 pages plus cover), in English (original language); PDF version (standard size for printing and Minimum size for online publishing)
- (x1) Design the original report translated in French;
- (x1) Design the original report translated in Arabic;
- (x10) Design and Produce Infographic videos, length >1 min;
- (x1) Design of a Flyer in 3 languages (English, French and Arabic)

Important note:

- ICD will be granted the right to make copies of the deliverables, and to share them offline and online.

- The original infographics, pictures and videos will be shared, and ICD will have full copyright and will be given permission to adapt, use and share these materials.

6. TARGET AUDIENCE

- Clients and Partners from different member countries
- Private Sector Companies/Holding/Groups
- Government bodies
- Financial Institutions
- Multilaterals
- International organization
- Prospective professionals
- Media professionals

7. TIME FRAME

The entire engagement is envisaged to last 2-3 months, in alignment with Date of the General Assembly (Annual Meeting of ICD during 16-19 June 2021). The agreement will be signed based on the deliverables.

8. OBLIGATIONS

- The Service Provider shall use reasonable care and skill in the discharge of the Service, and in doing so employ the necessary human, material and technical resources required for the effective and efficient execution of the Services.
- The Service Provider shall inform ICD as soon as possible of any circumstances, which might affect the smooth execution of the Service.
- The Service Provider undertakes to provide ICD, on a regular basis, with a report on the progress made in the execution of the Service.
- The Service Provider may not change neither the agreed date of the completion of the Service nor the list of items to be delivered.
- Written fluency in English (required), French and Arabic a plus
- The service provider will respond to calls and emails promptly (within 2-4 hours maximum) given the working hours in headquarters
- The service provider (and team) should be available to travel to the headquarters in Jeddah (if required)

9. ICD HEADQUARTER WORKING DAYS AND HOURS

- Sunday to Thursday, 9am to 5pm UTC - Riyadh time

10. ICD OFFICIAL WEBSITE

Most of official documents, logo, guidelines and other useful material can be found on ICD official website:

- Website: <https://icd-ps.org/en>
- Logo, guidelines and pictures: <https://icd-ps.org/en/logos>
- Management : <https://icd-ps.org/en/structure-and-staff/icd-management>
- Official documents and reports : <https://icd-ps.org/en/publications>

11.APPLICATION DOCUMENTS

NOTE: All documents should be in PDF format (zipped into one file and named “yourcompanyname – Response ICD AR Tender 2020”) preferably under 10MB to make sure it reaches the recipient:

Tender bids to include:

- The name and contact details of the bidding party
- (links to) examples of former work
- (x3) References of former clients
- Proven experiences of similar work done in, or with organizations in developing countries.
- The limitations, if any, in terms of servicing the project deliverable in English, Arabic and French.
- List of all services to be provided in-house and services to be provided by any outside consultants. If any services are to be provided by outside consultants, please provide a brief description of the firm, its role, and capabilities.
- **Two PDF documents as attachments, one named “TECHNICAL” and one named “FINANCIAL”.**

The “Technical” document should include:

- The name and contact details of the bidding party
- An understanding of the assignment and the methodology that will be throughout the assignment period.
- Description in detail of the approach and process.
- Suggested idea for the report and a draft outline of a proposed options that show creativity and an understanding of the objectives and specifications of the project
- Planning the deliverables production process
- Composition of envisaged team working on the report

The “Financial” document should include:

- The name and contact details of the bidding party
- A breakdown of costs related to the proposed services in US\$ currency inclusive of all taxes, VAT and professional fees.
- The suggested terms of payment (be negotiated if not aligned with ICD’s internal policy)

12.ASSESSMENT PROCESS

A group of professionally qualified reviewers within ICD team will evaluate the proposals, both technical and financial.

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being compared.

Only those tenderers who qualify after the evaluation of the technical proposal will proceed to the evaluation of the financial proposal stage.

The main criteria in the technical evaluation will be:

1. Understanding of the assignment
2. Methodology;
3. Work plan and time frames;
4. Originality of the idea(s) presented
5. Knowledge, Qualifications and Relevant Experience of the key Team members (project team);
6. Service provider’s resources (Operational, Human & Commercial);
7. Portfolio of similar services rendered to other entities.

The financial proposal of qualifying tenderers will be evaluated after the technical evaluation has taken place.

The following evaluation scoring matrix shall be an example that might be applied:

Criteria	Technical Ability	Proposed idea(s)	Experience	Resources	Price
Weighting	20%	20%	15%	15%	30%

13.SUBMISSIONS

Your submission must be addressed no later than the 18 January 2021 – 14:00 GMT to: Mounir Jouanedy (MJouanedy@isdb.org) with subject: “Response to ICD 2020 AR RfP - Ref: ICD/2021/01/04/001/SPRD/CMCD”

Questions about the bid can be communicated via email ONLY during the working days to: Mounir Jouanedy (MJouanedy@isdb.org) with subject: “Questions about ICD 2020 Annual Report”

To be retained on the list of bidders, the service provider shall express interest to participate to this RfP by replying to the open tender invitation email received, no later than 11 January 2021 – 14:00 GMT

SUMMARY OF IMPORTANT DATES:

Showing interest to ICD RfP	11 Jan 2021 – 14:00 GMT
Deadline to ask questions about the RfP	14 Jan 2021 – 14:00 GMT
Submission of the Proposal	18 Jan 2021 – 14:00 GMT

14.ADDITIONAL PROVISIONS

- Changes to tenders will be accepted only if they are received on or before the final date set for the receipt of tenders.
- No information of any kind will be given on the state of progress with regard to the evaluation of tenders.
- Expenses incurred in respect of the preparation and presentation of tenders cannot be refunded.

- Initiation of this tendering procedure imposes no obligation on ICD to award the contract. ICD shall not be liable for any compensation with respect to parties whose tenders have not been accepted.
- All documents submitted by parties will become property of ICD and will be regarded as confidential.
- ICD will not use the information in the tenders submitted that were not awarded the contract.

15.CONFIDENTIALITY

All information contained in this RFP is confidential and cannot be disclosed to a third party without the prior written consent of ICD. In your proposal, please also confirm, that you will keep all information received in relation to this Project confidential at all times.

16.ENQUIRIES

Any enquiries should be directed:

To: Mounir Jouanedy (MJouanedy@isdb.org)