

1. Background

UNEP DTU Partnership - Call for tender – Design services for the UNEP Adaptation Gap Report 2020

Adaptation Gap Report is one of UNEP's flagship products. The report's objective is to inform the negotiators of the UNFCCC Member States, and the broader UNFCCC constituency, about the status and trends within climate adaptation at global and regional levels. It does this by providing these stakeholders with an annual assessment of the state and trends within adaptation planning, finance, and implementation, at the global- and regional-levels, as well as providing a set of science-based options to policy- and decision-makers to increase ambition in adapting to climate change across key climate-sensitive sectors. Moreover, in line with 2020 being super year for nature and biodiversity within UNEP, in this iteration of the AGR, the report will also provide an assessment of the state and trends within the sphere of Nature-based Solutions as a means of adapting to climate change. It will also assess the impact of Covid-19 on global adaptation processes.

Previous issues of The UNEP Adaptation Gap Report are available at the following webpage:

<https://www.unenvironment.org/resources/adaptation-gap-report>

2. Scope of work

This service shall provide high-quality graphic design of the UNEP Adaptation Gap Report 2020.

3. Deliverables

The following deliverables are expected at the end of the assignment:

A: Design of cover

1. Design and production of the cover of the report during the period 21 September – 16 October, 2020.

B: Design proposal and guidelines for publication - to include color pallet, typographic styles, data treatment styles and photographic treatment

1. Design proposal and guidelines for publication of the report during the period 21 September – 16 October, 2020.

C: Layout of publication per page

1. Layout of approximately 140 pages in word (43000 words – excluding references) in the period 30 November – 15 December, 2020. Layout is to be done in pre-prepared template provided by UDP (2 Microsoft Word pages approximate equals 1 page in layout). Two rounds of proofreading/corrections should be included in the quoted price.

D: Infographics

1. Design and production of 10 infographics for production and delivery during the period 15 September – 15 November, 2020. Figures will be produced in an iterative process as UNEP DTU Partnership will be consulting the report authors as the graphic design is progressing, and the proposed quote should thus include two rounds of corrections.

4. Requirements

The proposal shall include a quote for each deliverable and the portfolio of the organisation submitting the proposal. Each quotes will be evaluated based on an assessment of the expert team experience and expertise, on the methodology proposed as well as on the stated price. A weighted average of these factors will provide a score which will guide the decision of the choice of the contractor for each deliverables. Proposals should be submitted by e-mail to Thomas William Dale at towida@dtu.dk.

5. Deadline

Deadline for the submission of the offers is **31 July 2020 at 16:00** (CET - Central European Time).