



Institute For Culture and Ecology
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TERMS OF REFERENCE

PROCUREMENT OF DESIGN AND PRINTING SERVICES FOR FOREST BIODIVERSITY-ASSESSMENT OF FOREST POLICY ENVIRONMENT IN KENYA DOCUMENT

Background

The Institute for Culture and Ecology (ICE) is a national indigenous Non-Governmental Organization (NGO) that was started in 2006 and is registered in Kenya under the NGO Coordination Act. ICE vision is one of empowered communities living in healthy ecosystems. ICE mission is to promote harnessing of indigenous knowledge for environmental conservation and sustainable livelihoods of local communities.

ICE is desirous to produce quality publication of the **Forest Biodiversity-Assessment Of Forest Policy Environment in Kenya** document in an easy to read and visually appealing format. The document is 84 pages. Therefore, ICE would like to procure the services of company/consultant that has the compacity to edit and proofread, design layout and print out the document.

Tasks of the consultant

- The company / consultant will be required to edit and proofread the document, provide design layout ensuring style and language consistency.
- Print 100 copies of the document.
- Avail the ready for printing soft copy of the document to ICE.

Requirements

- Proven track record of editing proofreading, designing, preparation for publication and printing experience of corporate booklets.
- The company/consultant must guarantee timely delivery of the designed and printed booklet, and the online version.
- Minimum 3 years' experience in the publishing and printing industry
- Familiarity working with non-governmental organizations.
- Prices are to be VAT inclusive

If you meet the criteria above and are interested, please email procure@icekenya.org and cc martin@icekenya.org. Submit financial proposal, workplan and company/consultant profile by 20th April, 2024 at 5.00pm. Those who had submitted their proposals need not to apply.