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TERMS OF REFERENCE

2026 Annual Report Design for the Caribbean Biodiversity Fund
August 2026

Eligible Applicants:	This position is open to Individual consultants and/or Consortium of consultants
Contract Cost:	Maximum budget **USD 1,500**
Consultancy Period:	Three (3) months

1. BACKGROUND

The Caribbean Biodiversity Fund (CBF) is the regional umbrella environmental fund for the Caribbean, dedicated to sustaining nature and improving lives across the region. By designing and managing innovative financing solutions, the CBF helps countries access long-term resources to protect biodiversity, build climate resilience, and promote nature-based economic growth.

The CBF manages three strategic programs that drive impact across the region: Conservation Finance via a regional endowment, Climate Change adaptation focused on Ecosystem-based Approaches (EbA), and Nature-based Economies that support circular economy models. These programs actively collaborate with governments, communities, and development partners across the Caribbean to advance shared environmental goals and long-term sustainability. To date, the Fund has supported more than 100 projects in 14 countries, delivering over USD 30 million in funding for impactful, locally led solutions.

The CBF has published four (4) annual reports and a special 10th anniversary report, available on its website and in print format. All design outputs for this assignment will adhere to the CBF's branding guidelines.

2. OBJECTIVE OF THE CONSULTANCY

The objective of this consultancy is to design and produce the 2026 CBF Annual Report in both print-ready and digital-optimized formats.

The report will serve to:

- Promote the impact of the CBF's work through highlights of annual milestones and successes
- Increase awareness and support for the CBF's mission and vision of a Caribbean region where nature and people thrive

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- Position the CBF as a trusted, regional collaborator in biodiversity conservation and climate resilience
- Provide accessible and visually engaging content for stakeholders, partners, and potential donors

3. SCOPE OF WORK

The consultant will be responsible for the complete design process, from concept to final delivery, including:

- Development of a design concept and project plan
- Layout and design of a print-ready annual report (approx. 60 pages, A4 size, full colour)
- Layout and design of an expanded digital version of the annual report optimized for web, featuring additional imagery and project highlights
- Incorporation of photos, graphics, and infographics to increase accessibility and visual appeal
- Integration of feedback from the CBF Communications team and approval by the CBF CEO
- Delivery of final products in required formats (see Deliverables)

4. DELIVERABLES

The designer will be expected to deliver:

1. Project plan with timeline and deliverables.
2. Annual Report layout and design in two final formats:
   - 2.1. **Print version:** A4, full colour, approx. 60 pages, press-ready with all printer marks
   - 2.2. **Digital version:** Interactive PDF, optimized for online distribution with additional visuals and project content
3. Editable design files (InDesign or equivalent) at project completion
4. Web-ready graphics (banners, headers, or excerpts) to support digital promotion of the report

The designer is expected to allow up to three revisions of the Report during the consultancy.

The CBF will provide:

- Annual report content (approved by the Annual Report coordination team)
- Access to CBF's photo/video library, artwork, and logos
- Brand guidelines for consistency across all outputs

5. SCHEDULE AND DURATION OF ASSIGNMENT

The consultancy is expected to commence in January 2027 and conclude by March 2027.

Budget

The maximum budget for this project is USD 1,500.

6. REQUIRED EXPERTISE FOR THE ASSIGNMENT

The consultant shall have:

- Minimum five (5) years of professional experience in graphic design, including publication design from concept to print and digital production.
- Demonstrated expertise in software such as Adobe InDesign, Illustrator, and Photoshop.

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- Proven portfolio of high-quality publications featuring modern, aesthetic layouts.
- Knowledge of printing processes and digital optimization.
- Experience working with Caribbean or international NGOs is considered an asset.
- Excellent communication skills in English.

Technical Evaluation Criteria

Criteria	Sub-Criteria	Max Points
A. Concept and Methodology		**35**
A1. Work Plan	Clarity and completeness of the proposed work plan, including project stages, deliverables, and dependencies	20
A2. Timeline	Feasibility of the proposed schedule in relation to key milestones (drafts, review cycles, final delivery)	15
B. Qualifications and Experience of Consultant		**65**
B1. Publication Design Experience	Demonstrated experience producing annual reports or similar publications (minimum 3 examples)	10
B2. Portfolio Quality	Samples of past design work demonstrating modern, aesthetic layouts, effective use of visuals, and suitability for both print and digital	15
B3. Similar Client Experience	Experience with NGOs, international organizations, or donor-funded projects	10
B4. Technical Proficiency	Expertise in design software (Adobe Creative Cloud: InDesign, Illustrator, Photoshop)	10
B5. Education and Certification	Relevant degree/certification in graphic design, visual communications, or related field	10
B6. Language Skills	Demonstrated proficiency in English (clarity of proposal, communication)	10
TOTAL		**100**

7. TENDER EVALUATION

Selection will follow CBF procurement guidelines. The CBF reserves the right to negotiate and adapt elements of the winning proposal to align with project requirements.

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8. HOW TO APPLY

Interested consultants shall submit the following documents in English to : procurement@caribbeanbiodiversityfund.org with the Subject Line: "Proposal – 2026 Annual Report Design for the Caribbean Biodiversity Fund".

1. **Technical Proposal** (maximum 10 pages excluding CV) including:
    a. Proposed work plan and timeline
    b. Portfolio of relevant design work (links acceptable)
    c. Cover letter/email highlighting relevant experience
    d. Statement of availability for tasks within delivery timeline
    e. Team Composition (if relevant)
2. **Consultant's CV**
3. **Financial Proposal** in USD with the breakdown of fees based on the workplan to attain the deliverables.

Deadline for submissions: Applications shall be submitted by **November 30, 2026, 5:00 PM AST**. Late submissions will not be considered.

Cleared by:

Barrington Lewis
Chief Finance Officer