

Date: 7th November, 2022

Request for Proposal

Praja Foundation is a non-partisan organisation working towards enabling accountable governance in India. Praja conducts data-driven research on civic issues and advocates for reforms. We work with a variety of stakeholders from Central, State and City Governments to civil society organisations and youth to make city governance more democratic and efficient.

We are inviting proposals for an annual contract from the period of January 2023 to December 2023. As a Designing Consultant, you will be responsible to design and print collateral for various projects. The designer will closely work with project-specific teams who will provide the textual content and specific requirements. S/he will ideate and deliver best-in-class creatives that intrinsically align with Praja's values, objectives and stakeholders. You comfortably work within the brand guidelines, yet push the boundaries to deliver engaging creative solutions.

Scope of Service

- Design knowledge material; Newsletters, Research Reports, Books, Research Report Highlights, Concept Notes and Social Media Posts.
- Design branding material; Annual Report, Calendar, Pamphlets, Flyers, Standees, Backdrops, Envelopes, Certificates, and Creatives for our website and social media.
- Print collateral such as Newsletters, Annual Reports, Flyers, Pamphlets, Standees, Backdrops, Envelopes, Certificates, Calendars and more as necessary.
- Ensure doorstep delivery to Praja's Mumbai Office / posting station.

What we look for:

- Demonstrated experience in designing with a diverse work portfolio of creatives.
- Command over design software and technologies such as InDesign, Illustrator, Dreamweaver, Photoshop, PageMaker, Corel Draw etc.
- Exceptional attention to the details of typography and visual composition.
- Collaborate with teams to produce the final design.
- Stay up to date with the latest design trends and incorporate them into the project.
- Prioritise deadlines and effectively manage multiple creative projects parallelly.
- Knowledge of charts & graphs would be an added advantage.

Please submit your quotation on a letterhead mentioning the specifications of service and charges including taxes as applicable, via email at yogesh@praja.org or in a sealed envelope by 4th December 2022 at Praja's Mumbai office address.

For more details or queries kindly contact Mr Yogesh Mishra (+91-022-66661442). You can also e-mail at yogesh@praja.org or Ms Ashwini Kasar at ashwini.k@praja.org.

Delhi Office Address

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